



Facility  
Access and  
Shipment  
Tracking  
(FAST)

**Customer User Guide**

November 2011  
Version 18.0

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De July 26, 2011

## Document Change History

These are the changes from the [17.0](#) version to the [18.0](#) version.

Page #	Title	Description
<a href="#">8, 12</a>	<a href="#">Help Link Section</a>	<a href="#">Added Help Link section and updated screenshot.</a>
<a href="#">128, 130</a>	<a href="#">Facility Profile – Hours of Operation</a>	<p><a href="#">Updated Facility Profile Section and screenshot to reflect the following:</a></p> <ul style="list-style-type: none"> <li><a href="#">Early Bird Hours</a></li> </ul>
<a href="#">131-133</a>	<a href="#">Facility Profile – Redirections</a>	<p><a href="#">Updated Facility Profile Redirections section and screenshot to display the following:</a></p> <ul style="list-style-type: none"> <li><a href="#">Redirection Effective Date</a></li> </ul>
<a href="#">246</a>	<a href="#">Recurring Appointment – Table of Contents</a>	<p><a href="#">Update Recurring Appointment table of contents to reflect the following:</a></p> <ul style="list-style-type: none"> <li><a href="#">Creating Multi-Stop Recurring Appointment</a></li> <li><a href="#">Manage Multi-Stop</a></li> </ul>
<a href="#">260-280</a>	<a href="#">Recurring Appointments – Multi-Stop</a>	<a href="#">Added Multi-Stop section to Recurring Appointments chapter.</a>
<a href="#">387-388</a>	<a href="#">Mail Direction Search – Default and Redirections View</a>	<p><a href="#">Updated Default and Redirections view to display the following:</a></p> <ul style="list-style-type: none"> <li><a href="#">Renamed Effective Date Range to Effective Date in chart</a></li> <li><a href="#">Added updated screenshot of search results to display Effective Date</a></li> </ul>
<a href="#">389-390</a>	<a href="#">Mail Direction Search – Drop Entry Point View</a>	<p><a href="#">Updated Drop Entry Point view to display the following:</a></p> <ul style="list-style-type: none"> <li><a href="#">Renamed Effective Date Range to Effective Date in chart</a></li> <li><a href="#">Added updated screenshot of search results to display Effective Date</a></li> </ul>
<a href="#">392</a>	<a href="#">Mail Direction Search – Label List View</a>	<p><a href="#">Updated Label List view to display the following:</a></p> <ul style="list-style-type: none"> <li><a href="#">Renamed Effective Date Range to Effective Date in chart</a></li> <li><a href="#">Added updated screenshot of search results to display Effective Date</a></li> </ul>
<a href="#">436-437</a>	<a href="#">Download Resources – Mail Direction File v3</a>	<ul style="list-style-type: none"> <li><a href="#">Added Mail Direction File v3 to chart</a></li> <li><a href="#">Update screenshot to reflect download of Mail Direction File v3</a></li> </ul>

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<b>1.0 Introduction</b> .....	<b>7</b>
1.1 FAST Background .....	7
1.2 About This Guide .....	7
1.3 Common Application Features .....	8
1.4 Helpful Hints .....	25
<b>2. Pre-Login</b> .....	<b>31</b>
2.1 Facilities .....	31
2.2 Reports .....	49
2.3 Resources .....	74
<b>3.0 Login/Logout</b> .....	<b>100</b>
3.1 Logging In/Logging Out of FAST .....	100
3.2 Message Board Pop-Up .....	103
<b>4.0 Landing pages</b> .....	<b>105</b>
4.1 FAST Main Menu .....	105
4.2 Appointments .....	107
4.3 Recurring Appointments .....	108
4.4 Facilities .....	110
4.5 Profiles .....	111
4.6 Reports .....	112
4.7 Resources .....	115
<b>5.0 Facilities</b> .....	<b>118</b>
5.1 Facility Profile .....	118
<b>6.0 Appointments</b> .....	<b>136</b>
6.1 Create New Appointment .....	136
6.2 Joint Scheduling .....	177

6.3 Manage Existing Appointments .....	178	
6.4 Create/Manage Stand-Alone Content.....	214	
6.5 Create a Drop Ship One Time Appointment Shell.....	238	
6.6 Drop Entry Point System (DEPS) .....	243	
<b>7.0 Recurring Appointments .....</b>	<b>245</b>	
7.1 Request a Recurring Appointment.....	245	
7.2 Manage Recurring Appointment/Request.....	<u>281</u>	Deleted: 260
7.3 Manage a Recurring Appointment Instance.....	<u>310</u>	Deleted: 289
7.4 Create a Drop Ship Recurring Appointment Shell.....	<u>311</u>	Deleted: 290
7.5 Manage a Publication Exclusion.....	<u>315</u>	Deleted: 294
<b>8.0 Corporate Profile.....</b>	<b><u>328</u></b>	Deleted: 307
8.1 Corporate Profile .....	<u>328</u>	Deleted: 307
8.2 Scheduler Profile .....	<u>331</u>	Deleted: 310
8.3 Manage Preferred USPS Publications.....	<u>333</u>	Deleted: 312
8.4 Manage Preferred Customers .....	<u>336</u>	Deleted: 315
<b>9.0 Reports .....</b>	<b><u>339</u></b>	Deleted: 318
9.1 Appointment Calendar.....	<u>339</u>	Deleted: 318
9.2 Appointment Rating Analysis Report .....	<u>345</u>	Deleted: 324
9.3 Appointment Status Report.....	<u>360</u>	Deleted: 339
9.4 Closeout Data Report.....	<u>367</u>	Deleted: 346
9.5 Corporate Rating Report .....	<u>372</u>	Deleted: 351
9.6 Holiday and Contingency Constraints Report .....	<u>382</u>	Deleted: 361
9.7 Mail Direction Search .....	<u>385</u>	Deleted: 364
9.8 Recurring Appointment Performance Report .....	<u>393</u>	Deleted: 372
9.9 Scheduler Performance Report .....	<u>399</u>	Deleted: 378

**User Guide**

9.10 Scheduler Report .....	<del>403</del>	Deleted: 382
9.11 Slot Availability Report.....	<del>408</del>	Deleted: 387
<b>10.0 Resources.....</b>	<b><del>413</del></b>	<b>Deleted: 392</b>
10.1 Reference Documents.....	<del>413</del>	Deleted: 392
10.2 Drop Ship Product File Download.....	<del>435</del>	Deleted: 414
10.3 Label List Files Download.....	<del>438</del>	Deleted: 417
10.4 Message Board .....	<del>441</del>	Deleted: 419
10.5 What's New Board.....	<del>443</del>	Deleted: 421
10.6 View CIN List.....	<del>444</del>	Deleted: 422
10.7 View CIN Group List.....	<del>446</del>	Deleted: 424
10.8 MTE Returns Request.....	<del>447</del>	Deleted: 425
<b>11.0 Rating Overview.....</b>	<b><del>451</del></b>	<b>Deleted: 429</b>
11.1 Appointment Rating.....	<del>451</del>	Deleted: 429
11.2 Corporate Rating .....	<del>455</del>	Deleted: 433
11.3 Rating Calendar .....	<del>457</del>	Deleted: 435
<b>12.0 Appendix.....</b>	<b><del>459</del></b>	<b>Deleted: 437</b>
12.1 Security .....	<del>459</del>	Deleted: 437
12.2 Glossary.....	<del>461</del>	Deleted: 439
12.3 <i>PostalOne!</i> User Guide.....	<del>466</del>	Deleted: 444
12.4 <i>PostalOne!</i> Technical Guide.....	<del>480</del>	Deleted: 458

## 1.0 Introduction

### 1.1 FAST Background

The Postal Service has identified the need to replace the Drop Shipment Appointment System (DSAS) and greatly enhance the appointment scheduling capabilities with the creation of the Facility Access and Shipment Tracking System (FAST). The main objective of FAST is to improve the dock efficiency time. FAST will provide advance notification of inbound mail volumes to Surface Visibility and will use scan data from Surface Visibility to automatically close and track appointments. FAST will also integrate with other USPS systems such as the Drop Ship Product and Facilities Database for a more streamlined data maintenance and distribution process to improve the current data latency and discrepancy issues that exist.

### 1.2 About This Guide

This guide describes how to use the FAST functions. The guide provides an explanation of search fields and reports, detailed instructions for completing searches and viewing report details, and helpful notes that will assist the user in maximizing FAST capabilities. This section describes the common conventions used throughout the guide and includes:

#### 1.2.1 Icons

#### 1.2.2 User Guide Font Indicators

##### 1.2.1 Icons

Several icons are used in this guide to aid the user in quickly locating specific information. The icons and their associated references are shown below:



Look for the magnifying glass icon to identify where **page descriptions** begin. Page descriptions provide explanations of the search fields, buttons, and report columns found on each new page.



Look for the computer mouse icon to identify where **step by step instruction** begins. These steps detail the action the user must take to complete search fields and view detailed report information.



Look for the paper and pen icon to identify **additional notes**. These notes provide reminders, alternative options, or helpful tips for using FAST.

##### 1.2.1 User Guide Font Indicators

Throughout this guide the user will see several instances where selected words are bolded. These words are bolded to bring user attention to the key phrases.

Italicized words are used for all section and page titles, where no action is required by the user.

Additionally, capitalized words represent an action the user may take within the application. Some examples of capitalized words are 'CLICK', 'SELECT', and 'ENTER'.

## 1.3 Common Application Features

There are several tools and processes that are common across the FAST application. The following section provides detailed instructions for these practices which include:

### 1.3.1 Procedures

- Navigation
  - Top Navigation Bar
  - Left Navigation Bar
  - Go> Buttons
  - Previous Screen Hyperlink
  - [Help Hyperlink](#)
- Tables
  - Sorting Data
  - Pagination
  - View Printable Version
  - Downloading to Excel

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### 1.3.2 Fields and Buttons

- Select Date Range
- Drop-Down Boxes
- Search Button
- Submit Button
- Cancel Button

### 1.3.3 Error Messages

#### 1.3.1 Procedures

##### **Navigation**

There are several ways to navigate through the FAST application. The Top Navigation Bar allows the user to enter the *USPS Home area*, to enter the *FAST Home area*, and to sign out of the FAST application. The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as navigate between sections within the functional area they are currently using. The Previous Screen hyperlink, located within the report pages, allows the user to return to the page that brought them to the current page. More detailed information about navigation is found below.

##### **Top Navigation Bar**

The Top Navigation Bar allows the user to enter the *USPS Home area*, to enter the *FAST Home area*, and to sign out of the FAST application. The Top Navigation Bar is displayed below.




- CLICK the **Facility Access and Shipment Tracking (FAST)** link to return to the FAST Home area.

The *USPS Home area* features the USPS logo, a Home link, and a Sign Out link. This menu bar is highlighted below.





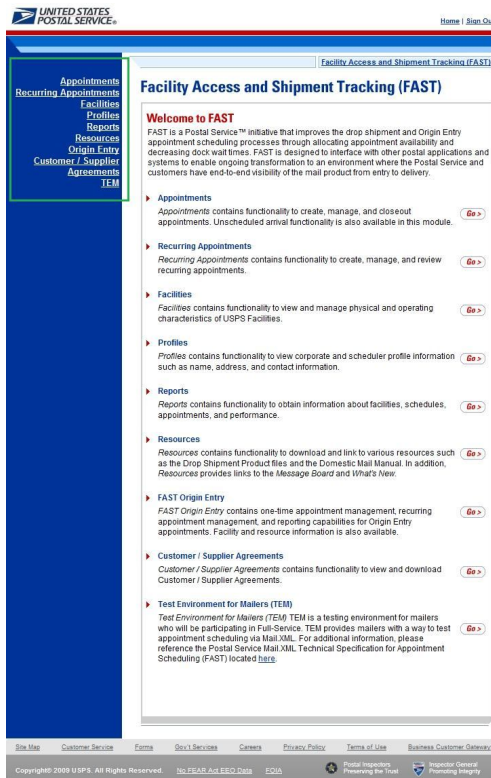
- CLICK the **USPS logo** or the **Home** link to open the United States Postal Service website: USPS.com.
- CLICK the **Sign Out** link to sign out of the FAST application.



**Note:**  
The **Sign Out** button is displayed once logged into FAST.

### Left Navigation Bar

The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as navigate between sections within the functional area they are currently using. The name of the page that the user is currently on will be highlighted on the Left Navigation Bar. If there is more than one option under a menu choice in the Left Navigation Bar, each choice will be listed. In this example, the user is on the *Appointments Landing* page and the **Appointment** link is highlighted on the Left Navigation Bar. The Left Navigation Bar is highlighted below.



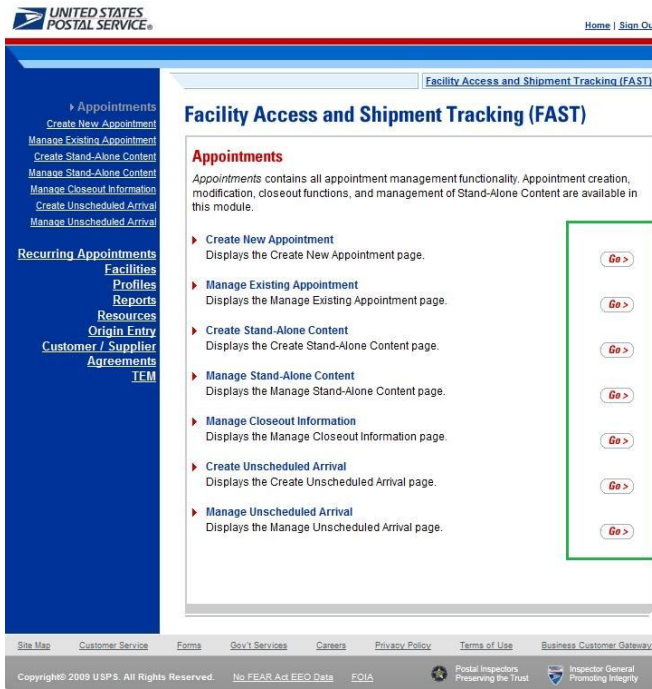
Left Navigation Bar options for each of the functional areas are listed below:

- The **Appointment** link includes the following sub-links: Create New Appointment, Manage Existing Appointment, Create Stand-Alone Content, Manage Stand-Alone Content, Manage Closeout Information, Manage Unscheduled Arrival
- The **Recurring Appointment** link includes the following sub-links: Request New Recurring Appointment, Manage Recurring Appointment/Request
- The **Facility** link includes the following sub-link: Facility Profile
- The **Profile** link includes the following sub-link: Corporate Profile
- The **Report** link includes the following sub-links: Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report, Appointment Rating Analysis Report, Closeout Data Report, Corporate Rating Report, Holiday and Contingency Report, Mail Direction Search, Recurring Appointment Performance Report, Slot Availability Report
- The **Resource** link includes the following sub-links: Reference Documents, Drop Ship Product File Download, Label List File Download, Message Board, What's New Board, View CIN List, View CIN Group List, MTE Returns
- The **TEM** link directs the user to Testing Environment for Mailers, where mock appointments can be created in order to test the application.

### Go> Buttons

FAST displays a **Go>** button to the right of each functional area on the *FAST Login* page and *FAST Landing* pages, that takes the user to the appropriate page. Use the **Go>** button and other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example displayed below, the user is on the *Appointment Landing* page as indicated on the Left Navigation Bar. CLICKING the **Go>** button takes the user to the corresponding page.



### Previous Screen Hyperlink

FAST displays a Return to **Previous Screen** hyperlink at the top of the pages that takes the user back to the last page viewed.

Use the Return to **Previous Screen** hyperlink and the other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example displayed below, the user is on the *Appointment Calendar* page as indicated by the title. CLICKING the Return to **Previous Screen** link takes the user to the *Appointment Calendar Selection* page, which will contain the search criteria previously entered.

**Appointment Calendar** [Return to Previous Screen](#)

Selected Criteria

Facility: SPRINGFIELD BMC (012)  
 Date Range: 03/01/2008 - 03/28/2008  
 Mail Class: All-Separated by Mail Class  
 Mail Class Code Legend : PS-Package Services, PER-Periodicals, STD-Standard


For best results, download this report into Excel and print in 'Landscape' mode.  
 Export options: [Download into Excel](#) | [View Printable Version](#) Last updated: 03/28/2008 12:57:38 CT

Date	Total Sched. Appts.	Mail Class	Count of Pallets Containing					Cross Dock Containing					Bedloaded Units								
			Parcels	Sacks	Trays	Bundles	Total	Parcels	Sacks	Trays	Bundles	Total	Parcels	Sacks	Trays	Bundles	Total				
03/26/2008	2	All	33	0	0	4	37	0	0	0	0	0	0	0	0	559	0	0	0	0	559
		PS	33	0	0	0	33	0	0	0	0	0	0	0	0	559	0	0	0	0	559
		STD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PER	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03/28/2008	1	All	0	3	0	0	3	0	0	0	0	0	0	0	3	0	0	0	0	3	
		PS	0	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1	
		STD	0	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1	
		PER	0	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1	
<b>Total</b>	<b>3</b>		<b>33</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>559</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>562</b>	

Export options: [Download into Excel](#) | [View Printable Version](#)

For best results, download this report into Excel and print in 'Landscape' mode.

\*Carrier Route Pallets, 5-Digit Carrier Route Pallets, and 5-Digit Schema "L001" Pallets will be counted as Cross Dock; only when pallet presort levels are provided for all pallets within the appointment via Web Services. Cross Dock pallets do not count against facility volume constraints.

 **Note:** Any data that had been entered on the previous page is saved when the user clicks the Return to **Previous Screen** button.

**Help Hyperlink**

FAST displays a **Help** hyperlink on each page which redirects the user to the appropriate FAST Job Aid located in the Reference Documents section.



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Tables

Sorting Data

Each table displayed within FAST allows the user to sort data. Data may be sorted by CLICKING the column headers, with the first CLICK sorting in ascending order and the second CLICK sorting in descending order. All column headings that are underlined may be sorted in this manner.



1. CLICK the heading of the column by which data is to be sorted. This sorts data in ascending order. The header will change from a blue underlined font to a red underlined font indicating the report has been sorted.

Date	Total Schd. Appts.	Total	Pallets				Total	Cross Dock				Total Units	Bedloaded Units			
			Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Parcels	Sacks	Trays	Bundles
<u>03/30/2005</u>	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0
<u>03/31/2005</u>	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
<u>03/28/2005</u>	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0

2. CLICK the heading of the column by which data is to be sorted a second time to sort data in descending order. The column heading will remain in the same red underlined font, but the report will be re-sorted.

Date	Total Schd. Appts.	Total	Pallets				Total	Cross Dock				Total Units	Bedloaded Units			
			Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Parcels	Sacks	Trays	Bundles
<u>03/28/2005</u>	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0
<u>03/31/2005</u>	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
<u>03/30/2005</u>	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0



**Note:**

A sort on a particular column includes any data that is on a different page due to pagination.

Pagination

Reports in FAST may provide more data than may be displayed on one page. When this occurs, the user has the ability to view the other pages of the report. The total number of items displayed will also be shown.



1. CLICK the **First** link, **Prev** link, **Next** link or **Last** link to navigate to multiple pages, OR:
2. CLICK the hyperlinked page number in order to jump to the page. In the example on the following page, the user may CLICK the number 2. The page number that the user is currently on, number 1 in the example displays as a bold number.

**Scheduler Performance Report** [Return to Previous Screen](#)

Selected Criteria


Date Range: 10/10/2004-11/10/2004  
 Facility Name: MERRICK  
 Facility ID: 10015

[Download into Excel](#) [View Printable Version](#)

Scheduler ID	Facility Name	Total Schedules	No Shows	Cancel <24hrs	Cancel >24hrs	Late Arrivals	Rescheduled
ID	Name	Count	Count	Count	Count	Count	Count
A100000011	Waler 10015 MERRICK	18	3	16.67%	2	11.11%	1
A100000012	Waler 10015 MERRICK	3	2	66.67%	0	.00%	0
A100000013	Waler 10015 MERRICK	3	1	33.33%	0	.00%	0
A100000014	Waler 10015 MERRICK	3	1	33.33%	0	.00%	1
A100000015	Waler 10015 MERRICK	3	2	66.67%	0	.00%	1
A100000016	Waler 10015 MERRICK	3	0	.00%	0	.00%	2
A100000017	Waler 10015 MERRICK	3	0	.00%	0	.00%	1
A100000018	Waler 10015 MERRICK	6	2	33.33%	0	.00%	1
A100000019	Waler 10015 MERRICK	6	3	50.00%	0	.00%	1
A100000020	Waler 10015 MERRICK	6	3	50.00%	0	.00%	2


[Download into Excel](#) [View Printable](#)

First | Prev | Page 1, 2 | Next | Last Total (15 results)

 **Note:** Pagination only occurs in the report pages. The *Facility Profile Selection* page displays a list as a scrolling window.

**Viewing a Printable Version and Printing**

The user has the ability to print information provided by the FAST application. The user may view a version suitable for printing that removes the navigation bars and shows all the data that the report contains.

-  1. CLICK the **View Printable Version** link. There are two links for **View Printable Version**, above and below the report table. The example may be found on the following page.

**Appointment Calendar** [Return to Previous Screen](#)

**Selected Criteria**

Facility: SPRINGFIELD BMC (01Z)  
 Date Range: 04/14/2008 - 04/18/2008  
 Mail Class: All

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: [Download into Excel](#) [View Printable Version](#) Last updated: 04/14/2008 07:42:39 CT

Date	Total Sched. Appts.	Count of Pallets Containing				Total	Cross Dock Containing				Total	Bedloaded Units				Total Units
		Parcels	Sacks	Trays	Bundles		Parcels	Sacks	Trays	Bundles		Parcels	Sacks	Trays	Bundles	
04/18/2008	1	2	9	12	1	24	0	0	0	0	0	3	17	4	3	27
<b>Total</b>	<b>1</b>	<b>2</b>	<b>9</b>	<b>12</b>	<b>1</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>17</b>	<b>4</b>	<b>3</b>	<b>27</b>

Export options: [Download into Excel](#) [View Printable Version](#)

For best results, download this report into Excel and print in 'Landscape' mode.

\*Carrier Route Pallets, 5-Digit Carrier Route Pallets, and 5-Digit Schema "L001" Pallets will be counted as Cross Dock only when pallet presort levels are provided for all pallets within the appointment via Web Services. Cross Dock pallets do not count against facility volume constraints.

A new window appears, displaying a version suitable for printing.

An example of a printable version is displayed below.

**Appointment Calendar** [Return to Previous Screen](#) [Print](#)

**Selected Criteria**

Facility: SPRINGFIELD BMC (01Z)  
 Date Range: 04/14/2008 - 04/18/2008  
 Mail Class: All

For best results, download this report into Excel and print in 'Landscape' mode.

Date	Total Sched. Appts.	Count of Pallets Containing				Total	Cross Dock Containing				Total	Bedloaded Units				Total Units
		Parcels	Sacks	Trays	Bundles		Parcels	Sacks	Trays	Bundles		Parcels	Sacks	Trays	Bundles	
04/18/2008	1	2	9	12	1	24	0	0	0	0	0	3	17	4	3	27
<b>Total</b>	<b>1</b>	<b>2</b>	<b>9</b>	<b>12</b>	<b>1</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>17</b>	<b>4</b>	<b>3</b>	<b>27</b>

For best results, download this report into Excel and print in 'Landscape' mode.

\*Carrier Route Pallets, 5-Digit Carrier Route Pallets, and 5-Digit Schema "L001" Pallets will be counted as Cross Dock only when pallet presort levels are provided for all pallets within the appointment via Web Services. Cross Dock pallets do not count against facility volume constraints.

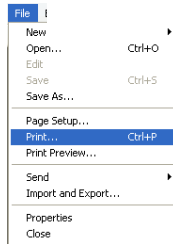
The user has two options for printing the report.

To print using the *Print* hyperlink:

1. CLICK the **Print** hyperlink.

To print according to the settings on the individual computer:

1. CLICK **File** from the browser menu bar.
2. SELECT **Print...** from the File menu and print according to the settings on the individual computer.



Printed reports are almost identical to what is seen online in the printable version, with just two differences. First, printed reports do not show the Internet browser bar that is visible online. Second, reports print out in a clear format that does not display row shading.



**Note:**

**View Printable Version** includes any data that is on a different page due to pagination. It may be a lengthy report and print several pages. CLICKING the Return to **Previous Screen** hyperlink, on the printable version, will return the user to the Selection page.



**Note:**

If the printed report does not fit on a portrait page, change the orientation to landscape by CLICKING the **File** menu, selecting **Page Setup...**, and selecting the **Landscape** radio button.

### Downloading to Excel

Several *FAST Report* pages allow the user to download information shown on the page into Microsoft Excel in order to manipulate and save data.



1. CLICK the **Download to Excel** link. There are two links for **Download to Excel**, above and below the report table.



**Appointment Calendar** [Return to Previous Screen](#)

**Selected Criteria**

Facility: SPRINGFIELD BMC (012)  
 Date Range: 04/14/2008 - 04/18/2008  
 Mail Class: All

For best results, [download this report into Excel](#) and print in 'Landscape' mode.

Export option: [Download into Excel](#) [View Printable Version](#) Last updated: 04/14/2008 07:42:39 CT

Date	Total Schedules	Count of Pallets Containing				Total	Cross Dock Containing				Total	Bedloaded Units				Total Units
		Parcels	Sacks	Trays	Bundles		Parcels	Sacks	Trays	Bundles		Parcels	Sacks	Trays	Bundles	
04/18/2008	1	2	9	12	1	24	0	0	0	0	0	3	17	4	3	27
<b>Total</b>	<b>1</b>	<b>2</b>	<b>9</b>	<b>12</b>	<b>1</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>17</b>	<b>4</b>	<b>3</b>	<b>27</b>

Export option: [Download into Excel](#) [View Printable Version](#)

For best results, [download this report into Excel](#) and print in 'Landscape' mode.

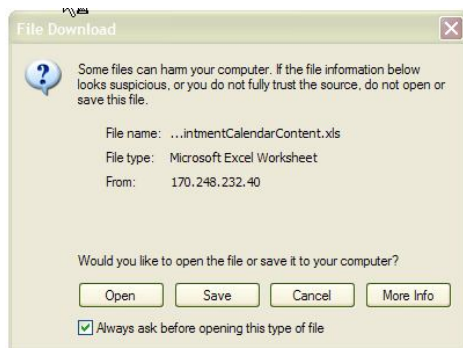
\*Carrier Route Pallets, 5-Digit Carrier Route Pallets, and 5-Digit Schema "L001" Pallets will be counted as Cross Dock only when pallet presort levels are provided for all pallets within the appointment via Web Services. Cross Dock pallets do not count against facility volume constraints.

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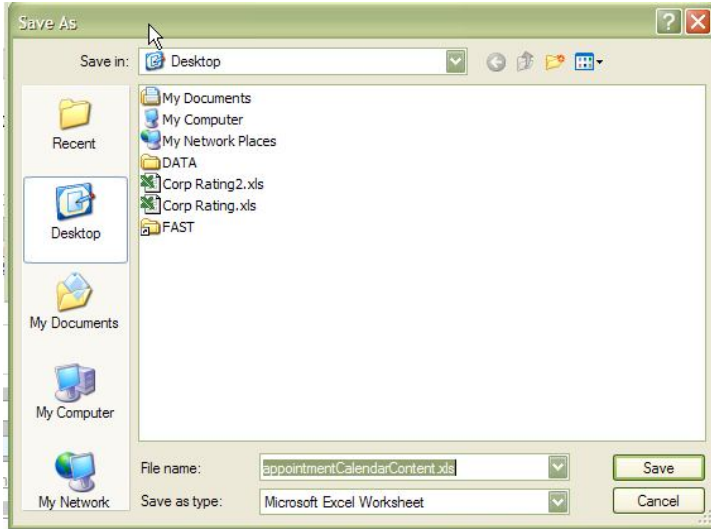
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**Note:**  
**Download to Excel** includes any data that is on a different page due to pagination.

2. A new window appears, prompting the user to either open the Excel report in a new window or save it to their computer.
  - a) CLICK **Open** to open a new window showing the report data in an Excel spreadsheet.
  - b) CLICK **Save** to select a directory on the computer to save the Excel spreadsheet.



If the user decides to save the report, the **Save As** window opens, prompting them to select the location on their computer in which to save the Excel spreadsheet. The **Save As** window is displayed below.



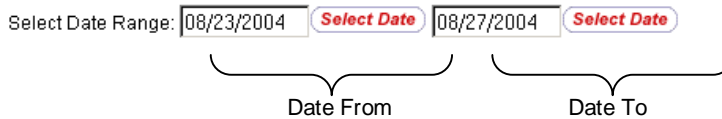
An example of a report that has been downloaded to Excel is displayed below.


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Appointment Calendar Report																
2																	
3	Selected Criteria:																
4	USPS NAASS Code: CINCINNATI (11001)																
5	Date Range: 03/27/2005 - 04/01/2005																
6																	
7																	
8	Date	Total Sckt. Appts.	Total Containing Parcels	Pallets			Total	Cross Dock			Total Units	Be/loaded Units					
9				Containing Sacks	Containing Trays	Containing Bundles		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total Units	Parcels	Sacks	Trays	Bundles	
10	03/27/2005	1	178	44	44	44	83	20	20	20	20	0	0	0	0	0	
11	03/31/2005	1	144	36	36	36	120	30	30	30	30	0	0	0	0	0	
12	Total	3	488	117	117	117	280	70	70	70	70	70	0	0	0	0	

### 1.3.2 Fields and Buttons

#### Select Date Range

Many pages use a date range as one of the search criteria. The date range search criteria include a **Date From** field followed by a **Date To** field. All dates must be entered in MM/DD/YYYY format, as seen below, and the **Date To** may not be earlier than the **Date From**. Some pages may only allow the user to select one particular day.





**Note:**  
 In the FAST functional areas, date range limitations differ depending upon the report. More detailed information about the date range is provided in the specific module.

Dates may be typed directly in the **Date Range** fields or selected from the date picker, as displayed below.

### Using the Calendar



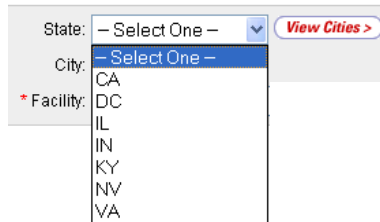
1. CLICK the **Calendar** icon to bring up the Date Picker. The current date will be selected on the calendar. The **Calendar** icon is displayed below.



2. VERIFY that the current month corresponds to the desired date range criteria.
3. If not, CLICK the arrows next to the month field. The left arrow shifts the calendar to the previous month, and the right arrow shifts the calendar to the next month. The calendar shifts in chronological order when using these arrows, meaning that the year automatically changes when navigating from December of one year to January of the next.
4. VERIFY that the current year corresponds to the desired date range criteria. If not, select the year to be entered in the Date field by CLICKING the arrows next to the month.
5. SELECT the desired day by CLICKING the number of the day to be entered into the Date field. Once the date is clicked, the full month, day, and year selected will display in the Date field.

## Drop Down Boxes

Several pages in the FAST application use drop-down boxes to provide choices for the user to select as search criteria. Drop-down boxes show all available options for a particular field. The user is limited to one choice for each drop-down box. In the example below, the **State** drop-down box may be used to search for only one of the following: California, District of Columbia, Illinois, Indiana, Kentucky, Nevada, or Virginia.



The image shows a web form with three fields: 'State', 'City', and '\* Facility'. The 'State' field is a drop-down menu currently showing '- Select One -'. A red button labeled 'View Cities >' is to its right. The 'City' field is also a drop-down menu showing '- Select One -'. The '\* Facility' field is a text input field. A list of state abbreviations (CA, DC, IL, IN, KY, NV, VA) is displayed below the 'State' field, indicating it is open.



**Note:**

For most of the FAST application the drop-down lists are defined by what facilities are available for Drop Ship.



1. CLICK the arrow on the right side of the box. This will display all available choices for that drop-down box.
2. Place the cursor over the desired word or phrase so it is highlighted and CLICK. The selection then displays in the field.



**Note:**

For a user more experienced with FAST, the keyboard shortcut for making selections from drop-down boxes is to type the first letter of the selection. This highlights the first option in the drop-down box beginning with that letter. The arrow keys may then be used to scroll up and down in the list.

In addition to the State drop-down box, there are many drop-down boxes found in FAST some include: District, Area, Report View, and Scheduler ID. Examples of these drop-down boxes are displayed on the following page.

Area ID:	<input type="text" value=""/> All Areas 10 - Virginia 20 - Washington 30 - Midwest 4C - Eastern 50 - Nevada 90 - Southern California	Scheduler ID:	<input type="text" value="-- Select One --"/> -- Select One -- A10000000001 - Mailer 1 A10000000001 - Mailer 2
District ID:	<input type="text" value=""/> All Districts 101 - Northern Virginia 201 - Northwest 301 - Southside 400 - Kentuckiana 501 - Northern Nevada 901 - Bay Area	* Report View:	<input type="text" value="District Summary"/> Area Summary Area Detail District Summary District Detail BMCs Plants Delivery Units

**Search Button**

FAST displays a **Search** button on the Selection pages. The **Search** button is used to retrieve information corresponding to the selected search criteria. It may be found next to a drop-down box, next to a text box, or at the bottom of the page.

In the example displayed on the following page, the user is on the *Appointment Calendar Selection* page as indicated on the Left Navigation Bar. CLICKING the **Search** button next to the city retrieves all of the facilities associated with Virginia and populates the **Facility** drop-down box. Additionally, CLICKING the **Search** button next to the NASS Code retrieves all of the facilities associated with the ID and populates the **Facility** drop-down box.

**Submit Button**

FAST displays a **Submit** button on the Selection pages. The **Submit** button is used to retrieve information corresponding to the selected search criteria or to save new data entered into FAST. It may be found next to a drop-down box, next to a text box, or at the bottom of the page.

In the example displayed on the following page, the user is on the *Scheduler Report Selection* page as indicated on the Left Navigation Bar. CLICKING the **Submit** button next to the Report View retrieves the facility search box.

The screenshot shows the 'Scheduler Report' page in the FAST application. On the left is a blue navigation bar with the following links: Appointments, Recurring Appointments, Facilities, Profiles, Reports, Appointment Calendar, Appointment Rating Analysis Report, Appointment Status Report, Appointment Summary Report, Closeout Data Report, Corporate Rating Report, Facility Schedule Report, Holiday And Contingency Constraint Report, Mail Direction Search, Recurring Appointment Performance Report, Scheduler Performance Report, Scheduler Report, and Slot Availability Report. Below these are 'Resources', 'Origin Entry', 'Customer / Supplier Agreements', and 'TEM'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and 'Scheduler Report'. It prompts the user to 'Choose Search Criteria' and provides instructions: 'Please enter in the following information (\* Required Fields):' and 'The dates entered must be no more than 90 days in the past and span no more than 45 days. The End Date may not exceed 14 days in the future.' The form includes a 'Report View' dropdown, a 'Customer Registration ID' dropdown, a 'Select Date Range' with date pickers for '10/06/2009' and '10/06/2009', and a 'Mail Class' section with checkboxes for 'All' (checked), 'Package Services', 'Periodicals', and 'Standard'. A '< Cancel >' button is highlighted with a green box at the bottom left, and a '> Create >' button is at the bottom right. The footer contains site map, customer service, forms, gov't services, careers, privacy policy, terms of use, business customer gateway, and copyright information for 2009 USPS.

### Cancel Button

FAST displays a **Cancel** button on the Selection pages. The **Cancel** button is used to return to the associated Landing page. It may be found at the bottom of the page.

In the example shown above, the user is on the *Scheduler Report Selection* page, as indicated on the Left Navigation Bar. CLICKING the **Cancel** button on the bottom of the page returns the user to the *Reports Landing* page.

### 1.3.3 Error Messages

Throughout the FAST application error messages may be displayed when the user enters incomplete or erroneous data. Some examples of generic error messages may be found on the following page. For more detailed error message information the user should go to the corresponding module.

- The "start" date may not be after the "end" date

UNITED STATES POSTAL SERVICE® Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Scheduler Report

Choose Search Criteria  
Please enter in the following information (\* Required Fields):

The dates entered must be no more than 90 days in the past and span no more than 45 days.  
The End Date may not exceed 14 days in the future.

The "start" date may not be after the "end" date.

\* Report View: All Facilities

\* Customer Registration ID: Mailer 1 - 4433047

Select Date Range: 10/13/2009 To: 10/06/2009

\* Mail Class:

All  
 Package Services  
 Periodicals  
 Standard

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- Start Date – Not a valid date. Dates must be in MM/DD/YYYY format.



## 1.4 Helpful Hints

- The user will be logged out of FAST after fifteen minutes of **inactivity**.
- Throughout FAST the **Scheduler ID** drop-down box will only populate with those IDs associated to the user.
- The **Left Navigation Bar** is not displayed within the Reports section in order to give the user greater visibility to the displayed report. An example is displayed on the following page.



[Home](#) | [Sign Out](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Appointment Calendar

[Return to Previous Screen](#)

#### Selected Criteria

Facility: Merrifield P & D Center 0  
Date Range: 10/15/2004 - 10/15/2004

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Date last updated: 02/08/2005

Date	Total Sched. Appnts.	Pallets					Cross Dock					Bedloaded Units				
		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Parcels	Sacks	Trays	Bundles	Total Units
10/15/2004	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12
<b>Total</b>	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12

Total (1 result)

Export options: [Download into Excel](#) | [View Printable Version](#)

Only considered Cross Dock when pallet presort levels are provided through Web Services. Presort levels must be provided for all pallets associated with an appointment, otherwise all pallets count against facility volume constraints.

- \* **Asterisks** on a Selection page designate a required field. In the example displayed below, the user is on the *Appointment Calendar Selection* page. The required fields on this page are date range and facility.



Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Appointment Calendar

Choose Search Criteria  
Please enter in the following information ( \* Required Fields )

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

State: NY  NASS Code:

City: All Cities

\* Facility: 100 - NEW YORK

\* Report View: -- Select One --

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- The **Create** button may be found on all Report Selection pages. In the example displayed below, the user is on the *Appointment Calendar Selection* page. After entering in the required fields the user will CLICK the **Create** button to display the corresponding report.



Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Appointment Calendar

Choose Search Criteria  
Please enter in the following information ( \* Required Fields )

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

State: NY  NASS Code:

City: All Cities

\* Facility: 100 - NEW YORK

\* Report View: -- Select One --

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- The **Facility** drop-down box will not automatically be populated. The user may search for a specific facility using the **State**, **City**, or **NASS Code** search options. An example with the facility search box highlighted is displayed below.



- [Appointments](#)
- [Recurring Appointments](#)
- [Facilities](#)
- [Profiles](#)
- [Reports](#)
  - Appointment Calendar
  - Appointment Rating Analysis Report
  - Appointment Status Report
  - Appointment Summary Report
  - Closeout Data Report
  - Corporate Rating Report
  - Facility Schedule Report
  - Holiday And Contingency Constraint Report
  - Mail Direction Search
  - Recurring Appointment Performance Report
  - Scheduler Performance Report
  - Scheduler Report
  - Slot Availability Report
- [Resources](#)
  - Origin Entry
  - Customer / Supplier Agreements
  - TEM

## Facility Access and Shipment Tracking (FAST)

### Appointment Calendar

Choose Search Criteria

Please enter in the following information (\* Required Fields )

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

State: NY <input type="button" value="View Cities &gt;"/>	NASS Code: <input type="text"/> <input type="button" value="Search &gt;"/>
City: <input type="text"/>	
* Facility: <input type="text"/>	

\* Report View: -- Select One --

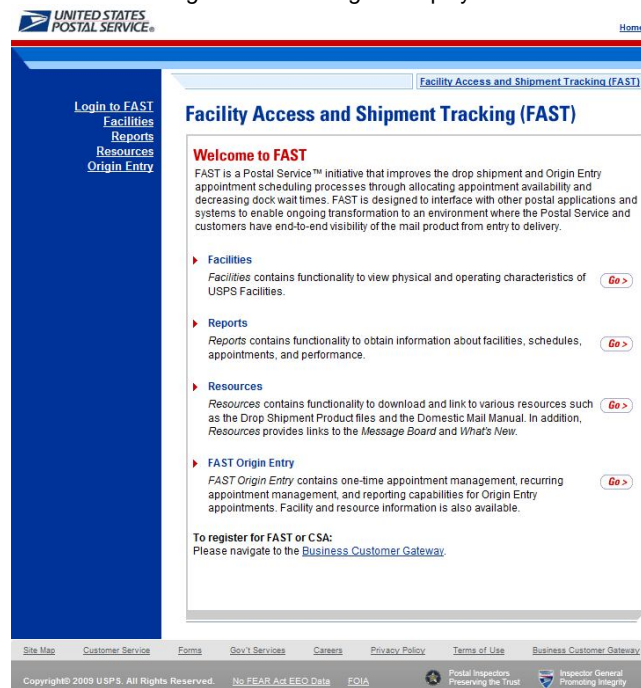
**This page has been intentionally left blank.**

## 2. Pre-Login

FAST users have information available to them without logging into the FAST application. The Pre-Login section includes:

- 2.1 Facilities
- 2.2 Reports
- 2.3 Resources
- 2.4 Origin Entry

The *FAST Pre-Login Welcome Page* is displayed below:



### 2.1 Facilities

The Facilities section contains functionality to view physical and operating characteristics of USPS Facilities. The following section is available pre-login to FAST:

**2.1.1 Facility Profile** – Describes how a user may view the Facility Profile information.

#### 2.1.1 Facility Profile

*Facility Profile information* consists of the drop shipment contact information, physical characteristics and processing responsibilities for a given facility. The pre-login user may only view the information.

The *Facility Profile* section describes the processes for viewing the facilities information.

A pre-login user begins the process from the *FAST Welcome* page. The user CLICKS the **Facilities** link located in the "Important Information" section. The user is taken to the *Facilities Landing* page (described in module 4.0 - *Landing* pages) where the user may select the **Facility Profile** link, or associated Go> button to display the *Facility Profile Selection* page.

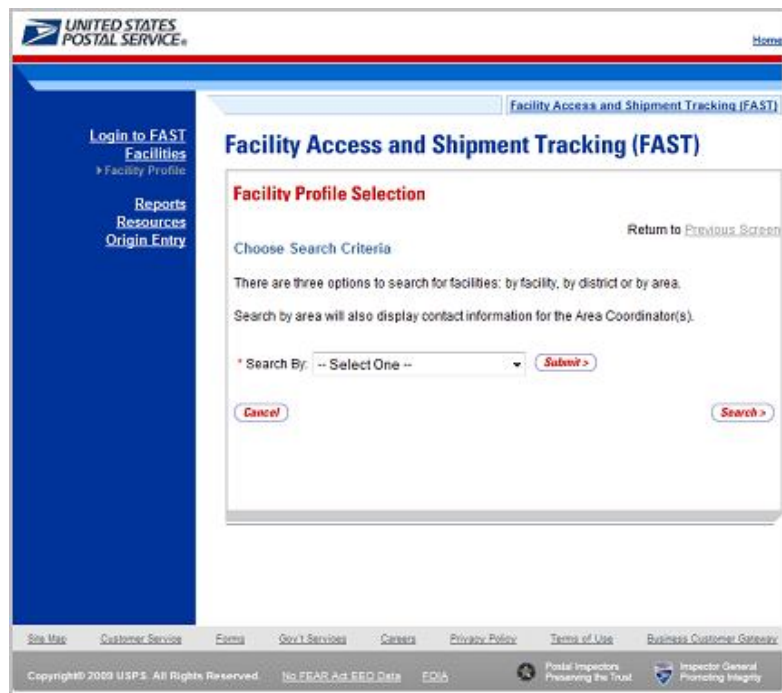
The *Facility Profile Selection* page will provide three different search options. The user can search for facilities by areas, districts, or by facility.



The fields and buttons on the *Facility Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

* Search By;	Drop-down box containing search options.
Submit button	Retrieves the search option to find a facility.
Search button	Retrieves the facility associated with the search option and displays it in the results table.
Cancel button	Navigates user to <i>Facilities Landing</i> page.
Return to Previous Screen	Navigates user to previous screen.

The *Facility Profile Selection* page is displayed below.





The *Facility Profile Selection* page contains three search options and is outlined below:

- 2.1.1 Search by Facility
- 2.1.2 Search by Area
- 2.1.3 Search by District

**2.1.1 Search by Facility**

To view the profile of a facility, search for a facility by one of the following three ways:

- 1. SELECT "Facility" from Search by drop-down box and CLICK the Submit button



To search by state and city:

- 1. SELECT a state from the **State** drop-down box
- 2. CLICK the **View Cities** button
- 3. SELECT a city from the **City** drop-down box
- 4. CLICK the **Search** button to populate the table with the retrieved facilities

To search by NASS Code:

- 1. INPUT the three to five character NASS Code in the **NASS Code** text box
- 2. CLICK the **Search** button to populate the table with the retrieved facilities

To search by Facility Name:

- 1. ENTER the facility name in the **Facility Name** text box
- 2. CHECK **Exclude Delivery Units** checkbox, if applicable
- 3. CLICK the **Search** button to populate the table with the retrieved facilities

**Formatted:** Indent: Left: 0.65", Hanging: 0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.65" + Tab after: 0.5" + Indent at: 0.95", Tabs: Not at 0.5"



The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

<i>NASS Code</i>	The three to five character NASS Code associated with requested facility (Only shown for Facilities active in FAST).
<i>Facility Name column</i>	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
<i>Facility Type column</i>	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
<i>Dropsite Key</i>	Displays dropsite key of the facility.
<i>Address</i>	Street of where the facility resides.

<i>City column</i>	City where the facility resides.
<i>State column</i>	Two character state code where the facility resides.
<i>ZIP column</i>	Nine-digit ZIP Code where the facility resides.
<i>Drop Ship Coordinator Information</i>	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
<i>24 Hour Number</i>	24 Hour phone number for the facility (Not required for delivery units).
<i>Active in FAST column</i>	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
<i>Return to Previous Screen</i>	Navigates user to previous screen.

The *Facility Profile Selection* section is displayed on the following page. Clicking on the Facility Name hyperlink will bring you to the complete facility profile.

**Facility Access and Shipment Tracking (FAST)**

**Facility Profile Selection**

Choose Search Criteria [Return to Previous Screen](#)

There are three options to search for facilities: by facility, by district or by area.  
 Search by area will also display contact information for the Area Coordinator(s).

\* Search By:

\* District ID:

Exclude Delivery Units  
 Only Show BMEU Facilities

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NASS Code	Facility Name	Facility Type	BMEU	Deposit Key	Address	City	State	ZIP Code
	<a href="#">212 LENOX HILL ANNEX</a>	Delivery Unit	No		909 3RD AVE OFC	NEW YORK	NY	10022999
	<a href="#">26 FEDERAL PLAZA STATION</a>	Delivery Unit	No	S008965	26 FEDERAL PLZ LBBY 1	NEW YORK	NY	10278999
	<a href="#">ALLERTON</a>	Delivery Unit	No	SV11871	2015 WHITE PLAINS RD	BRONX	NY	10467999
	<a href="#">ANSONIA FINANCE STATION</a>	Delivery Unit	No	SV1A464	176 COLUMBUS AVE	NEW YORK	NY	10023999
	<a href="#">NEW YORK</a>	Delivery Unit	No	PV14966	421 8TH AVE RM 3018	NEW YORK	NY	10199999
100	<a href="#">NEW YORK</a>	Plant	Yes	EV19160	341 9TH AVE RM 918	NEW YORK	NY	10199970
	<a href="#">PECK SLIP STATION</a>	Delivery Unit	No	SV15343	1 PECK SLIP	NEW YORK	NY	10038999
	<a href="#">PETER STUYVESANT STATION</a>	Delivery Unit	No	SV15371	432 E 14TH ST	NEW YORK	NY	10009999

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Once the search results are displayed on the *Facility Profile Selection* page, the user can click on the facility hyperlink to access additional information for the facility such as: alternate drop ship coordinator information, holidays, and additional information on type of mail the facility is accepting and redirecting (reference section 2.1.4 – *Facility Profile*).

### 2.1.2 Search by Area

A user can search for a facility by an area from *the Facility Profile Selection* page. The user will navigate the Search By drop-down box and select an area from the Area ID drop-down box. A snapshot of this page is displayed below.



To search by Area:

- a. Select "By Area" in the Search By drop-down box
- b. CLICK the **Submit** button
- c. Select an area from the "Area ID" drop-down box
- d. CLICK the **Search** button to populate the table with the retrieved facilities

A snapshot of the page is shown below.

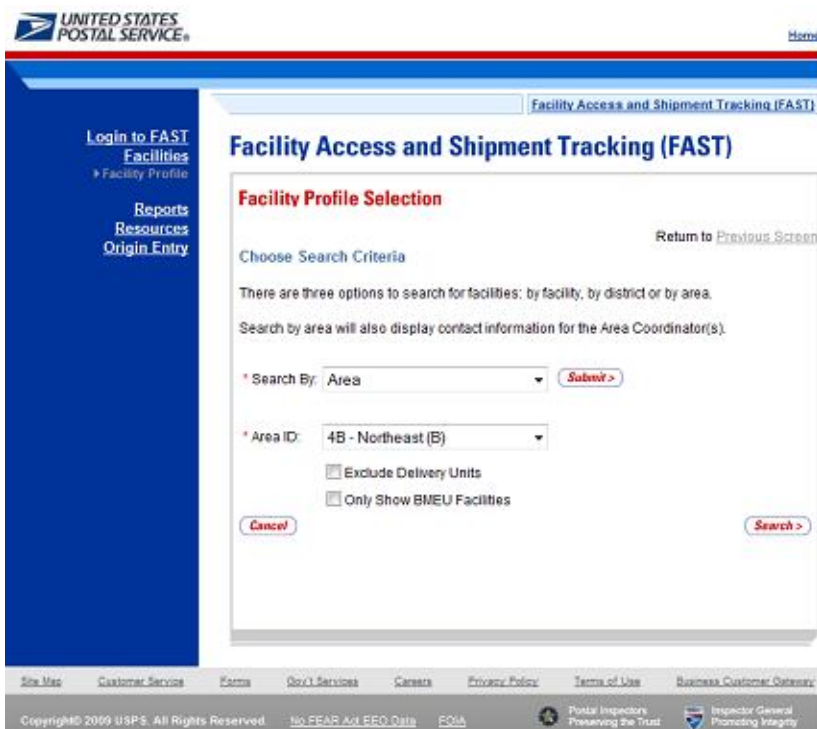


**Note:**

A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.

A user choose to only view BMEU Facilities by checking the Only Show BMEU Facilities checkbox

Area Coordinator contact information will be displayed when user searches by Area.



The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

<i>NASS Code</i>	Three to five character NASS Code associated with requested facility.
<i>Facility Name column</i>	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
<i>District column</i>	District where the associated facility is located.
<i>Facility Type column</i>	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
<i>Dropsite Key column</i>	Displays dropsite key associated with facility.
<i>Address</i>	Street where the facility resides.
<i>City column</i>	City where the facility resides.
<i>State column</i>	Two character state code where the facility resides.
<i>ZIP Code column</i>	Nine-digit ZIP Code where the facility resides.

<i>Drop Ship Coordinator Contact Info</i>	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
<i>24 Hour Number</i>	24 Hour phone number for the facility (Not required for delivery units).
<i>Active in FAST column</i>	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
<i>The description below describes the Area Contacts Grid. It is displayed only when searching for a facility by Area.</i>	
<i>Name</i>	<i>Displays name of Area Contact</i>
<i>Phone Number</i>	<i>Displays phone number of Area Contact</i>
<i>E-Mail</i>	<i>Displays e-mail of Area Contact</i>
<i>Return to Previous Screen</i>	Navigates user to previous screen.



[Home](#)

Facility Access and Shipment Tracking (FAST)

[Login to FAST Facilities](#)  
[Facility Profile](#)

[Reports](#)  
[Resources](#)  
[Origin Entry](#)

## Facility Access and Shipment Tracking (FAST)

### Facility Profile Selection

[Return to Previous Screen](#)

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

\* Search By:

\* Area ID:

Exclude Delivery Units

Only Show BMEU Facilities

Export options: [Download into Excel](#) | [View Printable Version](#)

NASS Code	Facility Name	Facility Type	District	BMEU	Dropoff Key	Address	City
<a href="#">ASTH INFANTRY</a>	Delivery Unit	006- Caribbean	No	SV17283	100 CALLE ALONDRA	SAN JUAN	
<a href="#">ADJUNTAS</a>	Delivery Unit	006- Caribbean	No	PV17135	37 CALLE MUNOZ RIVERA	ADJUNTAS	
<a href="#">AGUADA</a>	Delivery Unit	006- Caribbean	No	PV17136	5 AVE NATIVO ALERS	AGUADA	
<a href="#">AGUADILLA</a>	Delivery Unit	006- Caribbean	No	PV17137	50 CARR 459 STE 1	AGUADILLA	
<a href="#">PATILLAS</a>	Delivery Unit	006- Caribbean	No	PV17241	101 CARR 3	PATILLAS	
<a href="#">PENUELAS</a>	Delivery Unit	006- Caribbean	No	PV17242	100 CARR 132	PENUELAS	

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The following are the Area Coordinators for 4B - Northeast (B) area:

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Name	Phone Number	E-mail
EILEEN RICHER	860-285-7070	eileen.a.richer@usps.gov
JOHN PRISCO	201-714-6593	john.f.prisco@usps.gov
LINDA MARKER	860-285-7130	linda.j.marker@usps.gov
STEVEN MARTIN	802-296-3247	STEVE.R.MARTIN@usps.gov

Total (4 results)

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### 2.1.3 Search by District

A user can search for a facility by district from *the Facility Profile Selection* page.



To search by District:

1. Select "By District" in the Search By drop-down box
2. CLICK the **Submit** button
3. Select a district from the "District ID" drop-down box
4. CLICK the **Search** button to populate the table with the retrieved facilities



Note:

By checking the Exclude Delivery Units Box, a user can exclude Delivery Units from the search.

A snapshot of the Facility Profile Selection page is displayed on the following page.

The screenshot shows the 'Facility Profile Selection' page within the 'Facility Access and Shipment Tracking (FAST)' application. The page has a blue header with the USPS logo and a navigation menu on the left. The main content area is titled 'Facility Profile Selection' and includes a 'Choose Search Criteria' section. It provides instructions on how to search for facilities and offers three search options: by facility, by district, or by area. The 'Search By' dropdown is set to 'District', and the 'District ID' dropdown is set to '006 - Caribbean'. There are two checkboxes: 'Exclude Delivery Units' and 'Only Show BMEU Facilities', both of which are currently unchecked. Buttons for 'Submit', 'Search', and 'Cancel' are present. A 'Return to Previous Screen' link is also visible.



The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.



<i>NASS Code</i>	Three to five character NASS Code associated with requested facility.
<i>Facility Name column</i>	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
<i>Facility Type column</i>	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
<i>Dropsite Key column</i>	Displays dropsite key associated with facility.
<i>Address</i>	Street of where the facility resides.
<i>City column</i>	City where the facility resides.
<i>State column</i>	Two character state code where the facility resides.
<i>ZIP Code column</i>	Five- or nine-digit ZIP Code where the facility resides.
<i>Drop Ship Coordinator Contact Info</i>	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
<i>24 Hour Number</i>	24 Hour phone number for the facility (Not required for delivery units).
<i>Active in FAST column</i>	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
<i>Return to Previous Screen</i>	Navigates user to previous screen.



[Home](#)

Facility Access and Shipment Tracking (FAST)

[Login to FAST](#)  
Facilities  
Facility Profile  
Reports  
Resources  
Origin Entry

## Facility Access and Shipment Tracking (FAST)

### Facility Profile Selection

[Return to Previous Screen](#)

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

\* Search By:

\* District ID:

Exclude Delivery Units

Only Show BMEU Facilities

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BASS Code	Facility Name	Facility Type	BMEU	Drop-site Key	Address	City	State	ZIP Code
	<a href="#">212 LENOX HILL ANNEX</a>	Delivery Unit	No		909 3RD AVE OFC	NEW YORK	NY	10022999
	<a href="#">26 FEDERAL PLAZA STATION</a>	Delivery Unit	No	S008965	26 FEDERAL PLZ LBBV 1	NEW YORK	NY	10278999
	<a href="#">ALLERTON</a>	Delivery Unit	No	SV11871	2815 WHITE PLAINS RD	BRONX	NY	10467999
	<a href="#">ANSONIA FINANCE STATION</a>	Delivery Unit	No	SV1A404	178 COLUMBUS AVE	NEW YORK	NY	10023999
100	<a href="#">NEW YORK</a>	Plant	Yes	EV19160	341 9TH AVE RM 918	NEW YORK	NY	10189970
	<a href="#">OAK POINT</a>	Delivery Unit	No	SV15185	633 SAINT ANNS AVE	BRONX	NY	10455999
	<a href="#">OLD CHURCH STATION</a>	Delivery Unit	No	SV15197	217 W 18TH ST	NEW YORK	NY	10011999
	<a href="#">PARCEL POST ANNEX</a>	Delivery Unit	No	4008557	909 3RD AVE STE 300	NEW YORK	NY	10022933
	<a href="#">PARK WEST FINANCE</a>	Delivery Unit	No	SV15315	700 COLUMBUS AVE FRNT 5	NEW YORK	NY	10025999
	<a href="#">PARKCHESTER</a>	Delivery Unit	No	SV15317	1449 WEST AVE	BRONX	NY	10462999
	<a href="#">PARKWAY</a>	Delivery Unit	No	SV15323	2100 WHITE PLAINS RD FRNT 3	BRONX	NY	10462999
	<a href="#">PATCH</a>	Delivery Unit	No	SV15325	70 W 10TH ST	NEW YORK	NY	10011999
	<a href="#">PECK SLIP STATION</a>	Delivery Unit	No	SV15343	1 PECK SLIP	NEW YORK	NY	10038999
	<a href="#">PETER STUYVESANT STATION</a>	Delivery Unit	No	SV15371	432 E 14TH ST	NEW YORK	NY	10009999

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19

From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.


**2.1.4 Facility Profile**

From the *Facility Profile Selection* page, the facility profile can be accessed by clicking the hyperlink of the facility. The facility profile information includes: facility information, drop ship coordinator information, alternate drop ship coordinator information, hours of operation, drop ship hours, directions, holidays, and other important information. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<b>Facility Information Section</b>	
<i>Holiday button</i>	Retrieves facility holiday information.
<i>Additional Information button</i>	Retrieves additional information about the facility, including default processing responsibilities and redirections.
<i>Return to Previous Screen</i>	Navigates user to previous screen.
<i>Name</i>	The full name of the facility.
<i>Address</i>	The street address of the facility.
<i>City</i>	The city where the facility resides.
<i>State</i>	The state code where the facility resides.
<i>ZIP + 4</i>	Nine-digit ZIP Code where the facility resides.
<i>District</i>	The code and name of the district where the facility resides.
<i>Area</i>	The code and name of the area where the facility resides.
<i>Locale Key</i>	The locale key of the facility.
<i>Surface Visibility Site</i>	Indicates Yes if the Surface Visibility will be used at the Site and No if it will not be used at the site.
<i>Facility Rating On</i>	Indicates Yes if appointments and schedulers are subject to rating at that facility and No if they are not.
<i>Active in FAST</i>	Indicates Yes if the facility active in FAST or No if the facility is not active in FAST.
<i>NASS Code</i>	The three to five character NASS Code of the facility.
<b>Drop Shipment Contact Information</b>	
<i>Contact Name</i>	Name of the primary contact person of the drop shipment facility.
<i>Hours of Availability</i>	Time range to reach the drop shipment contact person.

<i>Phone Number</i>	Phone number at the facility for the contact person.
<i>FAX Number</i>	FAX number at the facility for the contact person.
<i>Email Address</i>	Email address of the contact person.
<b><i>Alternate Drop Shipment Coordinator Information</i></b>	
<i>Contact Name</i>	Name of the alternate contact person of the drop shipment facility.
<i>Hours of Availability</i>	Time range to reach the alternate contact person.
<i>Phone Number</i>	Phone number at the facility for the alternate contact person.
<i>FAX Number</i>	FAX number at the facility for the alternate contact person.
<i>Email Address</i>	Email address of the alternate contact person.
<b><i>Alternate Drop Ship Contact Information</i></b>	
<i>24 Hour Number</i>	Phone number to reach the facility at any time of the day.
<b><i>Drop Shipment Hours and Hours of Operation</i></b>	
<i>Day</i>	<i>Day of the Week for Drop Ship Hours and Hours of Operation</i>
<i>Date</i>	<i>Date of Drop Ship Hours and Hours of Operation</i>
<i>Drop Ship Hours</i>	<i>Hours the facility accepts drop shipments for each day of the week</i>
<i>Hours of Operation</i>	<i>Hours the facility is open and staffed for each day of the week</i>
<b><i>Supplemental Facility Information</i></b>	
<i>Facility Directions</i>	Directions to the Facility.
<i>Comments</i>	Any additional information relevant to the facility.
<i>Facility Dock</i>	Height, width, and depth of the facility dock.
<i>Facility Yard Information</i>	Truck length a facility can accommodate and the truck maneuverability within the facility (length, width, surface type).

The *Facility Profile* page is displayed on the following page.


Home

[Facility Access and Shipment Tracking \(FAST\)](#)

[Login to FAST Facilities](#)  
+ Facility Profile

[Reports](#)  
[Resources](#)  
[Origin Entry](#)

## Facility Access and Shipment Tracking (FAST)

**Facility Profile** [Return to Previous Screen](#)

[Holidays >](#)  
[Additional Information](#)  
[Critical Entry Times >](#)

Name: NEW YORK  
 Address: 341 9TH AVE RM 918  
 City: NEW YORK  
 State: NY  
 ZIP + 4: 101999701  
 District: New York  
 Area: Northeast (B)  
 Locale Key: V19160  
 Surface Visibility Site: Yes  
 BMEU: Yes

Facility Rating On: Yes  
 Accept Drop Shipments: Yes  
 NASS Code: 100

**Drop Ship Coordinator Information**

Contact Name: Iris Mustafa  
 Hours of Availability Test: 08:00 - 16:00  
 Phone Number: 212-330-3161  
 FAX Number: 212-330-3127  
 Email Address: iris.s.mustafa@usps.gov

**Alternate Drop Ship Contact Information**

Contact Name: Patrese McFarlane  
 Hours of Availability: 07:00 - 15:30  
 Phone Number: 212-330-3400  
 FAX Number: 212-330-3127  
 Email Address: patrese.mcfarlane@usps.gov  
 24-hour Telephone Number: 212-330-2770

**BMEU Contact Information**

BMEU Manager: PERCIVAL PRINCE  
 BMEU Manager Phone Number: 2123304227  
 BMEU Supervisor: JAKE TORBINSKI  
 BMEU Supervisor Phone Number: 2123302100  
 BMEU Public Phone Number(s): 2123304122  
 2123304125  
 BMEU Alternate Phone Number: 2123304122

Day	Date	Drop Ship Hours	Hours of Operations	BMEU Hours of Operation
Friday	06/25/2010	08:00-17:00	00:00-23:59	Closed
Saturday	06/26/2010	08:00-17:00	00:00-23:59	Closed
Sunday	06/27/2010	08:00-17:00	00:00-23:59	Closed
Monday	06/28/2010	08:00-17:00	00:00-23:59	Closed
Tuesday	06/29/2010	08:00-17:00	00:00-23:59	Closed
Wednesday	06/30/2010	08:00-17:00	00:00-23:59	Closed
Thursday	07/01/2010	08:00-17:00	00:00-23:59	Closed

**Facility Directions**

There are no directions available for this facility at this time.

**Comments:** The Dock is located on 10th Ave between West 29th & West 30th St, bays 1025 thru 1042. If trailer is 53' feet, driver must go across GW Bridge.

**Facility Dock**

Height: 4 ft. 0 in.  
 Width: 8 ft. 0 in.  
 Depth: 50 ft. 0 in.

**Facility Yard Information**

Maximum Truck Length: 53 ft.  
 Truck Maneuverability:  
 Length: 60 ft.  
 Width: 40 ft.  
 Surface Type: Concrete

[Holidays >](#)  
[Additional Information](#)  
[Critical Entry Times >](#)

[< Back](#)

[Site Map](#)
[Customer Service](#)
[Forms](#)
[Gov't Services](#)
[Careers](#)
[Privacy Policy](#)
[Terms of Use](#)
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FAST Customer User Guide
Page 45



From the *Facility Profile* page, the user may CLICK the *Additional Information* button to view additional information about the facility.



The table below describes the fields and buttons found on the *Facility Profile—Additional Information* page. Following the table and a note is a snapshot of the page for facilities additional information.

<b>Facility Name</b>	
Name and ID of Facility provided.	
<b>"Facility Name" is the main processing facility for:</b>	
<i>ZIP/Carrier Route Serviced</i>	Default processing responsibilities for the facility.
<b>"Facility Name" is also accepting the following mail:</b>	
<i>CIN Group</i>	Lists the CIN Group or Groups that are redirected to this facility from other facilities.
<i>Pallet Code</i>	Y = Yes, redirection applies to palletized mail. N = No, redirection applies to non-palletized mail
<i>Discount</i>	Lists the destination discount associated with the redirection.
<i>ZIP/Carrier Route Serviced</i>	List of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.
<i>Effective Dates</i>	Lists effective dates of the redirection.
<i>Truck Length</i>	Indicates if the redirection applies only to specific truck lengths.
<b>"Facility Name" is directing mail to the following facilities:</b>	
<i>Facility Name</i>	Displays name of facility to which mail is being redirected.
<i>CIN Group</i>	See above.
<i>Pallet Code</i>	See above.
<i>Discount</i>	See above.
<i>ZIP/Carrier Route Serviced</i>	See above.
<i>Effective Dates</i>	See above.
<i>Truck Length</i>	See above.
<i>Return to Previous Screen</i>	Navigates user to previous screen.



**Note:**

The ZIP/Carrier Route Serviced column only includes ZIP/Carrier Routes that are within the effective date range. If the effective end date for the specific ZIP/Carrier Route has passed, it will not be displayed regardless of whether it is within grace period. If the current date is before the effective start date for a specific ZIP, the ZIP will not be displayed for the ZIP/Carrier Routes Serviced.

The *Additional Information* page is displayed on the following page:

**Facility Access and Shipment Tracking (FAST)**

**Facility Profile - Additional Information** [Return to Previous Screen](#)

**Facility Name:** 100053831-NEW YORK

**NEW YORK is the main processing facility for:**

ZIP/Carrier Route Served: SCF: 100-102  
DDU: 10099, 10161  
ADC: 100-102, 104

**NEW YORK is also accepting the following mail:**

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C/M Group	Pallet Code	Discount	ZIP/Carrier Route Served	Effective Dates	Track Length
Periodicals/Non-Machinable Parcels	Y	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals/Non-Machinable Parcels	N	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals (News)/Irregular Parcels	Y	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals (News)/Irregular Parcels	N	SCF	104	05/22/2009-12/31/2999	N/A
Standard/Letters	Y	SCF	104	04/27/2009-12/31/2999	N/A
Standard/Letters	N	SCF	104	12/01/2009-12/31/2999	N/A
Periodicals/Irregular Parcels	Y	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals/Irregular Parcels	N	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals (News)/Non-Machinable Parcels	Y	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals (News)/Non-Machinable Parcels	N	SCF	104	05/22/2009-12/31/2999	N/A

First | Prev | Page 1, 2, 3, 4, 5, 6, 7, 8 | Next | Last | Total (152 results)

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Pallet Code Legend: Y = palletized mail including "other containers", N = non-palletized mail  
Note: ZIP/Carrier Route Served can be 3-Digit ZIP Code, 5-Digit ZIP Code and/or 5-Digit ZIP Code plus Carrier Route

**NEW YORK is directing mail to the following facilities:**

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Facility Name	C/M Group	Pallet Code	Discount	ZIP/Carrier Route Served	Effective Dates	Track Length
No Records Found						
						Total (0 result)

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**Additional Note:**



If the facility is a NDC, and there are no directions provided, the user will be given a link to the NDC Homepage.

If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS [Post Office Locator](#) homepage.

FAST Coordinators may also enter directions in the comments section.



## 2.2 Reports

The *Reports* section allows the user to create and view USPS reports. The following sections are available pre-login to FAST:

**2.2.1 Appointment Calendar** – Describes how a user may create and view an Appointment Calendar report.

**2.2.2 Closeout Data Report** – Describes how a user may create and view the Closeout Data Report

**2.2.3 Mail Direction Report** – Describes how a user may create and view the Mail Direction Report

**2.2.4 Holiday and Contingency Report** – Describes how a user may view which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints.

### 2.2.1 Appointment Calendar

The *Appointment Calendar* displays all appointment count data for a selected facility and scheduled drop date. The *Appointment Calendar* section describes the processes for viewing the *Appointment Calendar*.

The *Appointment Calendar* is accessible from two points in FAST, from the *Welcome* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Welcome* page. The user CLICKS the **Reports** link located in the "Important Information" section. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Appointment Calendar** link, or associated **Go>** button to display the *Appointment Calendar Selection* page.



The fields and buttons on the *Appointment Calendar Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>State</i>	Drop-down box containing state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box.
<i>City</i>	Drop-down box listing all cities within the selected state with postal facilities.
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the table.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the results table.
<i>*Facility</i>	Drop-down box containing the facility(s) located in the specified city and state.
<i>*Report View</i>	Drop- down box containing two options to view report.
<i>Submit button</i>	Retrieves the appointment count data for the specific date range based on the

	entered criteria and displays the <i>Appointment Calendar</i> .
<i>Cancel button</i>	Returns user to <i>Reports</i> navigation page.
<i>Create button</i>	Retrieves Appointment Calendar report based on selected criteria.

The *Appointment Calendar Selection* page is displayed below.

From the Appointment Calendar Selection page, the user may view the appointment information depending on two views; Calendar View and Date Range View.

**To search by Calendar View:**



1. SEARCH for a specific facility by one of the following two ways:

*To Search for a Facility by State and City:*

- a. SELECT a **State** from the drop-down box
- b. CLICK the **View Cities** button
- c. SELECT a city from the **City** drop-down box
- d. CLICK the **Search** button

To Search for a Facility by NASS Code:

- a. ENTER the three to five character **NASS Code** in the text box
- b. CLICK the **Search** button
2. ENTER the **Selected Month**
3. CLICK the **Create** button



The *Appointment Calendar – Calendar View* page opens, displaying appointment and pallet counts in a calendar view for the selected facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Month</i>	A month with an arrow that allows the user to switch months.
<i>Calendar</i>	A calendar is used to display appointment and pallet counts in a calendar view.
<i>Total Appts</i>	The total number of appointments for the facility.
<i>Palletized</i>	The total number of palletized appointments for the facility.
<i>Bedloaded</i>	The total number of bedloaded appointments for the facility.
<i>Total Pallets</i>	The total number of pallets for the facility.
<i>Periodicals Appts</i>	The total number of Periodicals appointments for the facility.
<i>Perishable Appts</i>	The total number of Perishable appointments for the facility.
<i>Cross Dock Pallets</i>	The total count of cross docked pallets for the facility.
<i>Recurring Appts</i>	The total number of Recurring appointments for the facility.
<i>Return to Previous Screen</i>	Navigates user to previous screen.



[Home](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Appointment Calendar

[Return to Previous Screen](#)

Selected Criteria

Facility: BILLINGS (590)

Date: 09/22/2006

Please note: All figures represent totals and represent planned amounts, not actuals.

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◀ September 2006 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Total Apps: 23 Pallets: 21 Envelopes: 2 Total Pallets: 365 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 33 Recruiting Apps: 0	Total Apps: 8 Pallets: 1 Envelopes: 150 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0
3	4	5	6	7	8	9
Total Apps: 4 Pallets: 4 Envelopes: 0 Total Pallets: 42 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0	Total Apps: 5 Pallets: 3 Envelopes: 20 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0	Total Apps: 14 Pallets: 12 Envelopes: 2 Total Pallets: 104 Periodical Apps: 1 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0	Total Apps: 10 Pallets: 8 Envelopes: 12 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0	Total Apps: 20 Pallets: 18 Envelopes: 2 Total Pallets: 278 Periodical Apps: 1 Perishable Apps: 0 Cross Dock Pallets: 38 Recruiting Apps: 0	Total Apps: 25 Pallets: 23 Envelopes: 2 Total Pallets: 276 Periodical Apps: 1 Perishable Apps: 0 Cross Dock Pallets: 8 Recruiting Apps: 0	Total Apps: 10 Pallets: 9 Envelopes: 135 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0
10	11	12	13	14	15	16
Total Apps: 3 Pallets: 18 Envelopes: 0 Total Pallets: 24 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0	Total Apps: 20 Pallets: 18 Envelopes: 2 Total Pallets: 173 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 4 Recruiting Apps: 0	Total Apps: 10 Pallets: 8 Envelopes: 2 Total Pallets: 50 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 4	Total Apps: 10 Pallets: 8 Envelopes: 2 Total Pallets: 96 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 6 Recruiting Apps: 2	Total Apps: 8 Pallets: 8 Envelopes: 2 Total Pallets: 36 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 4	Total Apps: 9 Pallets: 7 Envelopes: 100 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 5	Total Apps: 3 Pallets: 1 Envelopes: 50 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 1
17	18	19	20	21	22	23
Total Apps: 1 Pallets: 0 Envelopes: 19 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 0	Total Apps: 11 Pallets: 9 Envelopes: 51 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 4 Recruiting Apps: 4	Total Apps: 6 Pallets: 4 Envelopes: 8 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 2 Recruiting Apps: 4	Total Apps: 5 Pallets: 3 Envelopes: 5 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 2 Recruiting Apps: 2	Total Apps: 8 Pallets: 6 Envelopes: 10 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 4	Total Apps: 13 Pallets: 11 Envelopes: 165 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 5	Total Apps: 1 Pallets: 0 Envelopes: 0 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 1
24	25	26	27	28	29	30
	Total Apps: 5 Pallets: 3 Envelopes: 19 Total Pallets: 0 Periodical Apps: 0 Perishable Apps: 0 Cross Dock Pallets: 0 Recruiting Apps: 4					

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**To search by Date Range View:**



1. SEARCH for a specific facility by one of the following two ways:

*To Search for a Facility by State and City:*

- a. SELECT a **State** from the drop-down box
- b. CLICK the **View Cities** button
- c. SELECT a city from the **City** drop-down box
- d. CLICK the **Search** button

*To Search for a Facility by NASS Code:*

- a. ENTER the three to five character **NASS Code** in the text box
- b. CLICK the **Search** button

2. Report view to **Date Range View**
3. CLICK **Submit** button
4. ENTER the **Date Range**
5. SELECT **Mail Class(es)**
6. CLICK the **Create** button



**Note:**

The Start Date may not exceed 30 days prior to today's date.

The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).



The *Appointment Calendar* page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the *Appointment Calendar* page are described below. A snapshot of the page is displayed after the field description.

<i>Date</i>	Displays the selected date of the appointments.
<i>Total Scheduled Appointments</i>	The total scheduled appointments on a given date.
<i>Mail Class</i>	Displays details by specified mail class.
<i>Count of Pallets Containing- Parcels</i>	The total scheduled count of pallets containing parcels.
<i>Count of Pallets Containing- Sacks</i>	The total scheduled count of pallets containing sacks.
<i>Count of Pallets Containing- Trays</i>	The total scheduled count of pallets containing trays.

<i>Count of Pallets Containing- Bundles</i>	The total scheduled count of pallets containing bundles.
<i>Count of Pallets Containing- Total</i>	The total scheduled count of pallets.
<i>Cross Dock Containing- Parcels</i>	The total scheduled count of cross docked pallets containing parcels.
<i>Cross Dock Containing- Sacks</i>	The total scheduled count of cross docked pallets containing sacks.
<i>Cross Dock Containing- Trays</i>	The total scheduled count of cross docked pallets containing trays.
<i>Cross Dock Containing- Bundles</i>	The total scheduled count of cross docked pallets containing bundles.
<i>Cross Dock Containing- Total</i>	The total scheduled count of cross docked pallets.
<i>Bedloaded- Parcels</i>	The total scheduled count of parcels on the bedload appointment.
<i>Bedloaded- Sacks</i>	The total scheduled count of sacks on the bedload appointment.
<i>Bedloaded- Trays</i>	The total scheduled count of trays on the bedload appointment.
<i>Bedloaded - Bundles</i>	The total scheduled count of bundles on the bedload appointment.
<i>Bedloaded- Total Units</i>	The total scheduled count of units on bedload appointments.

The *Appointment Calendar* page is displayed on the following page.

**Appointment Calendar** [Return to Previous Screen](#)

**Selected Criteria**

Facility: SPRINGFIELD BMC (01Z)  
 Date Range: 03/01/2008 - 03/28/2008  
 Mail Class: All-Separated by Mail Class  
 Mail Class Code Legend: PS-Package Services, PER-Periodicals, STD-Standard

For best results, download this report into Excel and print in 'Landscape' mode.  
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Date	Total Sched. Appnts	Mail Class	Count of Pallets Containing				Cross Dock Containing				Bedloaded Units				Total Units			
			Parcels	Sacks	Trays	Bundles	Parcels	Sacks	Trays	Bundles	Parcels	Sacks	Trays	Bundles				
03/26/2008	2	All	33	0	0	4	37	0	0	0	0	0	0	559	0	0	0	559
		PS	33	0	0	0	33	0	0	0	0	0	0	559	0	0	0	559
		STD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PER	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	0
03/28/2008	1	All	0	3	0	0	3	0	0	0	0	0	0	3	0	0	0	3
		PS	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	1
		STD	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	1
		PER	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	1
<b>Total</b>	<b>3</b>		<b>33</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>559</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>562</b>

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\*Carrier Route Pallets, 5-Digit Carrier Route Pallets, and 5-Digit Schema "L001" Pallets will be counted as Cross Dock only when pallet presort levels are provided for all pallets within the appointment via Web Services. Cross Dock pallets do not count against facility volume constraints.

## 2.2.2 Closeout Data Report

The *Closeout Data Report* displays the appointment information for the entered appointment IDs. The *Closeout Data Report* section describes the processes for viewing the *Closeout Data Report*.

The *Closeout Data Report* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Reports** link located on the sidebar. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Closeout Data Report** link, or associated **Go>** button to display the *Closeout Data Report Selection* page.



The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Search By:	Drop-down box containing two methods to retrieve reports: By appointment or facility.
Submit button	Retrieves the search option to create a closeout data report.

<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the appointments' closeout information.

A snapshot of the *Closeout Data Report Selection* page displayed below.

### 2.2.2.1 Create Report by Appointment ID



The fields and buttons on the *Closeout Data Report Selection* page are described below when searching by appointment ID. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	Provides a field for the user to enter the desired Appointment ID(s). Up to 10 appointment IDs or Shipper Appointment Request (SARs) can be entered.
<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the appointments' closeout information.





The user may view closeout information by performing the following steps:

1. ENTER **Appointment ID** in the field next to the first Appointment ID
2. REPEAT until the desired number of **Appointment IDs** are entered
3. CLICK **Create**



The *Closeout Information Report* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	The Appointment ID for which you wish to view closeout information.
<i>Status</i>	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
<i>Facility Name</i>	The Facility Name associated with the appointment.
<i>NASS Code</i>	The three to five character NASS Code associated with the facility name.
<i>Appointment Date and Time</i>	The Scheduled Appointment Date and Time.
<i>Arrival Date and Time</i>	The Actual Arrival Date and Time.
<i>Unload Start Date and Time</i>	The Unload Start Date and Time.
<i>Unload End Date and Time</i>	The Unload End Date and Time.
<i>Mail Integrity</i>	One or multiple irregularities associated with the load.
<i>Content Discrepancy</i>	The difference between the scheduled volume and the actual volume.
<i>Surface Visibility Placard Scans</i>	Identifies if content in the appointment was scanned by Surface Visibility.
<i>Closed by Surface Visibility</i>	Indicates if Appointment was closed by Surface Visibility.
<i>Scheduled Pallet Count</i>	Identifies the number of pallets expected to arrive on an appointment.
<i>Actual Pallet Count</i>	Identifies the actual number of pallets recorded at closeout of an appointment.
<i>Scheduled Bedload Count</i>	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
<i>Actual Bedload Count</i>	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

A snapshot of the *Closeout Data Report* page is on the following page.



## Facility Access and Shipment Tracking (FAST)

### Closeout Data Report

[Return to Previous Screen](#)

#### Selected Criteria

Facility Name: NEW YORK

NASS Code: 100

Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U =  
 Unscheduled

Mail Integrity Code Legend : AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do  
 Not Match Form, D = Damaged Mail, DR = Driver Refused to Assist, IA = Incorrect  
 Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP =  
 Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by  
 Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts  
 Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No  
 Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets  
 Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size

Mail Class Code Legend : PS=Package Services, PER-Periodicals, STD-Standard, N/C-No Content

For best results, download this report into Excel and print in 'Landscape' mode.

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Appointment ID	Status	CRID	Scheduler ID	Scheduler Name	Mail Owner	Mail Preparer	Publication Name	Facility Name	NASS Code	Appointment Date	Arrival Time	Arrival Date
[Empty table body]												

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Navigation bar with left and right arrows and a central 'III' indicator.

For best results, download this report into Excel and print in 'Landscape' mode.

**2.2.2.2 Create Report by Facility**

A user can also view the closeout data of all appointments



The fields and buttons on the *Closeout Data Report Selection* page are described below when searching by facility. A snapshot of the page is displayed after the field description.

<i>*Search By:</i>	Drop-down box containing Appointment ID and Facility.
<i>Submit</i>	Refreshes the Closeout Data Report Search Criteria page with the appropriate fields.
<i>State</i>	Drop- down box containing state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the City drop-down box. Only cities with postal facilities that show in FDB will be returned.
<i>City</i>	Drop-down box listing all cities within the selected state with postal facilities that show in FDB.
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the table.
<i>*Facility</i>	Drop-down box containing facilities for a selected city.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility.
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the results table.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Retrieves the closeout information.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' web application. The left sidebar contains a navigation menu with categories like 'Appointments', 'Facilities', and 'Resources'. The main content area is titled 'Closeout Data Report' and includes a 'Choose Search Criteria' section. It provides instructions on how to search for a facility, either by state and city or by NASS Code. The search form includes dropdown menus for 'State', 'City', and 'Facility', and text input fields for 'NASS Code' and 'Customer Registration ID'. Action buttons like 'View Cities', 'Search', 'Submit', 'Cancel', and 'Create' are visible.



To view by facility, search for a facility by one of the following two ways:

*To search by state and city:*

1. SELECT a state from the **State** drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Create** button to populate the table with the retrieved facilities

*To search by NASS Code:*

1. INPUT the three to five character NASS Code in the **NASS Code** text box
2. CLICK the **Search** button
3. CLICK the **Create** button to populate the table with the retrieved facilities



The *Closeout Information Report* page opens, displaying the closeout information for the specified facilities. The fields and buttons on the *Closeout Data Report Selection* page are described below.

<i>Appointment ID</i>	The Appointment ID associated with the selected criteria.
<i>Status</i>	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
<i>Facility Name</i>	The Facility Name associated with the selected criteria.
<i>NASS Code</i>	The three to five character NASS Code associated with the facility name.
<i>Appointment Date and Time</i>	The Scheduled Appointment Date and Time.
<i>Arrival Date and Time</i>	The Actual Arrival Date and Time.
<i>Unload Start Date and Time</i>	The Unload Start Date and Time.
<i>Unload End Date and Time</i>	The Unload Start Date and Time.
<i>Mail Integrity</i>	One or multiple irregularities associated with the load.
<i>Content Discrepancy</i>	The difference between the scheduled volume and the actual volume.
<i>Surface Visibility Placard Scans</i>	Indicates if the appointment had containers that were scanned by Surface Visibility.
<i>Scheduled Pallet Count</i>	Identifies the number of pallets expected to arrive on an appointment.
<i>Actual Pallet Count</i>	Identifies the actual number of pallets recorded at closeout of an appointment.
<i>Scheduled Bedload Count</i>	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
<i>Actual Bedload Count</i>	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

## 2.2.3 Mail Direction Search

The *Mail Direction Search* is used to search for destination discount drop entry points. Users can search based on three report views that include Default and Redirections View, Drop Entry Point View, and Label List View. The Default and Redirections View gives users the ability to search for default drop entry points as well as redirections. The Drop Entry Point View allows users to search for drop entry points that are not distinguished by default drop entry facilities and redirections. The Label List View allows users the ability to search for drop entry points for a single label or for multiple labels within a single Label List.

The Mail Direction Search is accessible to users both pre- and post-login. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the Mail Direction Search link, or associated Go> button to display the *Mail Direction Search Criteria* page. The user is then able to choose a Report View Option from a drop down menu that includes Default and Redirections View, Drop Entry Point View, and Label List View. After the user has made their selection, and CLICKS the Create button, the page is refreshed with the selected report view.



The fields and buttons on the *Mail Direction Search Criteria* page are described below. A snapshot of the page is displayed after the field description.

*Report View	Drop-down box containing the three options for viewing the Mail Direction Search including Default and Redirections View, Drop Entry Point View, and Label List View.
Cancel button	Displays the Reports Landing page.
Create button	Displays the Mail Direction Search Report based upon the chosen Report View.

A snapshot of the *Mail Direction Search Criteria* page is displayed below.

### 2.2.3.1 Default and Redirections View

The Default and Redirections View gives the users the ability to search for default drop entry points as well as redirections. After selecting Default and Redirections as the Report View on the Mail Directions Search Criteria Page, the Mail Direction Search – Default and Redirections View is displayed. On the initial load of the page, the criteria will default to predetermined values. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.




The fields and buttons on the *Mail Direction Search – Default and Redirections View* page are described below. A snapshot of the page is displayed after the field description.

<i>*Modified</i>	Drop-down box containing date range options in which the default entry point or the redirection was last modified.
<i>*Effective Date Range</i>	Drop-down box containing date range options in which the redirection is at least partly active or in grace period.
<i>Content Zip Code</i>	Textbox to input the Content ZIP Code.
<i>*Discount Type</i>	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
<i>*Mail Class</i>	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
<i>*Mail Shape</i>	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
<i>*Palletized</i>	Drop-down box allowing user to search for redirections based on whether the mail is palletized, bedloaded, or both.
<i>Show Default Address</i>	Checkbox to choose if the address for the Default Facility will be shown on the report.
<i>Show Redirect Address</i>	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
<i>Show Combined ZIP/CRIDS</i>	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
<i>*Show Results For</i>	Drop-down box allowing the user to choose to display only default drop entry points, only redirections, or both.
<i>Show Truck Length Redirections Only</i>	Checkbox to indicate whether to display truck length requirements for redirections.
<i>Search button</i>	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
<i>Cancel button</i>	Displays the Reports Landing page.



A snapshot of the *Mail Direction Search – Default and Redirections View page* is displayed on the following page.


Home

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

**Mail Direction Search - Default and Redirections View** [Return to Previous Screen](#)

Select all applicable search criteria:

\* Modified: Last 7 Days

\* Effective Date Range: Any Current or Future

Content ZIP Code: 300\*

\* If left blank, all applicable ZIP Codes will be retrieved  
\* Use an asterisk (\*) for wild card searches at the end of 3-Digits

\* Discount Type: ALL

Show Default Address

Show Redirect Address

Show Facility ZIP/CRID Ranges

\* Mail Class: ALL

\* Mail Shape: ALL

\* Palletized: Both

\* Show Results For: Default and Redirections

Show Truck Length Redirections Only

Search >
Cancel

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Content Information				Default Facility		Redirection Facility		Effective Dates				Truck Length	Modified Date
ZIP/CRIDs	Discount	Class Group	Pallet	Facility	HAAS	Facility	HAAS	Effective Start Date	Default Grace Period End Date	Effective End Date	Grace Period End Date		
307	SCF	Standard/Flats	N	<a href="#">CHATTANOOGA P&amp;DC</a>	373	<a href="#">MONTGOMERY</a>	360	01/01/2011	01/15/2011	06/26/2012	N/A	05/26/2012	
307	SCF	Standard/Flats	Y	<a href="#">CHATTANOOGA P&amp;DC</a>	373	<a href="#">MONTGOMERY</a>	360	01/01/2011	01/15/2011	06/26/2012	N/A	05/26/2012	
307, 374	SCF	Default		<a href="#">CHATTANOOGA P&amp;DC</a>	373			09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012	
Total (3 results)													

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**Note:**



The Content Zip Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. For example, if the user enters "154\*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Default Address checkbox or the Show Redirect Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

**2.2.3.2 Drop Entry Point View**

The Drop Entry Point View gives the user the ability to search for drop entry points. This view will return results as drop entry points instead of default drop entry points and redirections. After the user has selected Drop Entry Point View from the Mail Directions Search Criteria and CLICKS the Create button, the Mail Direction Search – Drop Entry Point View Page will display. The results table will be pre-populated with the results of the search according to the default criteria. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.



The fields and buttons on the *Mail Direction Search – Drop Entry Point View page* is described below. A snapshot of the page is displayed after the field description.

<i>*Modified</i>	Drop-down box containing date range options in which the drop entry point was last modified.
<i>*Effective Date Range</i>	Drop-down box containing date range options in which the drop entry point is at least partly active or in grace period.
<i>Content Zip Code</i>	Textbox to input the Content ZIP Code.
<i>*Discount Type</i>	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
<i>*Mail Class</i>	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
<i>*Mail Shape</i>	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
<i>*Palletized</i>	Drop-down box allowing the user to search for drop entry points based on whether the mail is palletized, bedloaded, or both.
<i>Show Address</i>	Checkbox to choose if the address for the Facility will be shown on the report.
<i>Show Combined</i>	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped

ZIP/CRIDS	for display or will be listed on individual lines.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

A snapshot of the *Mail Direction Search – Drop Entry Point View* page is displayed below.

**Mail Direction Search - Drop Entry Point View**

Select all applicable search criteria:

\* Modified: Last 7 Days  
 \* Effective Date Range: Any Current or Future  
 Content ZIP Code: 374  
 \* Discount Type: ALL, BMC, SCF, ADC  
 \* Mail Class: ALL, Periodicals, Periodicals (News), Standard  
 \* Mail Shape: ALL, Flats, Irregular Parcels, Letters  
 \* Palletized: Yes

Show Address  
 Show Facility ZIP/CRID Ranges

[Search >](#) [Cancel](#)

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Content Information			Facility		Effective Dates			Truck	Modified	
ZIP/CRIDs	Discount	Class Group	Pallet	Facility	NASS	Effective Start Date	Effective End Date	Grace Period End Date	Length	Date
307, 374	SCF	Periodicals/Flats	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Irregular Parcels	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Letters	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Machinable Parcels	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Non-Machinable Parcels	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
Total (5 results)										

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**Note:**



The Content Zip Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. For example, if the user enters "154\*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

Drop Entry Points for the same mail at different locations will be grouped together in shades of grey.

**2.2.3.3 Label List View**

The Label List View gives users the ability to search for default drop entry points or redirections for a single or multiple Labels within a single Label List where destination discounts can be claimed. After the user selects Label List View from the Report View on the Mail Direction Search Criteria Page and Clicks Create, the Mail Direction Search – Label List View is displayed. On the initial load of the page, the user must select the search criteria. The user must select the applicable Label List from the drop-down menu and click the submit button so that the Label drop down menu is populated with the corresponding Labels for the Label List.



The fields and buttons on the *Mail Direction Search – Label List View* page is described below. A snapshot of the page is displayed after the field description.

<i>*Label List</i>	Drop-down box containing Label List options which include the Label List Name and Code.
<i>Submit button</i>	Button used to populate the Label drop-down list for a selected Label List option.
<i>*Label</i>	Drop-down box containing Label options that correspond to the Label List option selected.
<i>Show Default Address</i>	Checkbox to choose if the address for the Default Facility will be shown on the report.
<i>Show Redirect Address</i>	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
<i>Search button</i>	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.

A snapshot of the *Mail Direction Search – Label List View* page is displayed below.

The screenshot displays the 'Mail Direction Search - Label List View' interface. At the top, there is a header for 'Facility Access and Shipment Tracking (FAST)'. Below this, the search criteria are defined: 'Label List' is set to 'L005 - 3-Digit ZIP Code Prefix Groups - SCF Sortation' and 'Label' is 'SCF ALBUQUERQUE NM 870; 870-872, 875; 05/07/2009-05/07/2010 (05/07/2011)'. There are checkboxes for 'Show Default Address' and 'Show Redirect Address'. Below the search options, there are links for 'Download into Excel' and 'View Printable Version'. The main content is a table with the following data:

Discount	ZIP Range	Content Information		Default Facility		Redirection Facility		Effective Dates			Truck Length	Modified Date		
		CIII Group	Pallet	Facility	IIASS	Facility	IIASS	Effective Start Date	Default Grace Period End Date	Effective End Date			Grace Period End Date	
ADC	871	Default		RIO RANCHO	87124				05/07/2009		05/07/2010	05/07/2011	N/A	05/07/2009
BMC	871	Default		RIO RANCHO	87124				05/07/2009		05/07/2010	05/07/2011	N/A	05/07/2009
BMC	871	Periodicals/Flats	Y	RIO RANCHO	87124	SHREVEPORT	710		05/07/2009	05/07/2009	05/07/2010	05/07/2011	N/A	05/07/2009
SCF	871	Default		RIO RANCHO	87124				05/07/2009		05/07/2010	05/07/2011	N/A	05/07/2009

At the bottom of the table, it indicates 'Total (4 results)'. Below the table, there are again links for 'Download into Excel' and 'View Printable Version'. The footer of the page contains site navigation links and copyright information: 'Copyright © 1999-2007 USPS. All Rights Reserved. No FEAR Act/EEO Data FDIA'.

**Note:**



The Label drop-down menu is sorted by Content ZIP Code.

Users should consider alternate printing options such as printing in Landscape mode or use larger paper to account for the large number of fields potentially displayed.

The Mail Direction Search can produce a large number of results. Large reports will require more time to process, more time to load, and more time and paper to print. Users are encouraged to utilize the appropriate search criteria.

## 2.2.4 Holiday and Contingency Constraints Report

The *Holiday and Contingency Constraints Report* identifies which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints. The user is asked to select a date range and report view in order to see holiday and contingency data.



The fields and buttons on the *Holiday and Contingency Constraints Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*Select Date Range</i>	Selects the date range for the holiday and contingency constraints. The start date may only be greater than or equal to the current date. The end date may not exceed 7 days from the current date.
<i>*Report View</i>	Drop-down box listing the report views to choose from: By Area, By District, and By Facility.
<i>Submit button</i>	Triggers the application to show the variable drop-down: Area ID, District ID, Facility ID and search fields.
<i>*Area ID</i>	If the user searches by Area: Drop-down box listing all area options.
<i>District ID</i>	If the user searches by District: Drop-down box listing all district options.
<i>Exclude Delivery Unit checkbox</i>	Only displayed when searching by Area or District; Check the box to exclude Delivery Units from the generated report.
<i>State</i>	Only displays when user searches by Facility: Drop-down box listing all state options.
<i>View Cities button</i>	Only displays when user searched by Facility: Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Only displays when user searched by Facility: Drop-down box listing all cities with postal facilities within the selected state.
<i>Search button</i>	Only displays when user searched by Facility: Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
<i>NASS Code</i>	Only displays when user searched by Facility: Textbox to input the three to five character NASS Code of the requested facility.
<i>Search button</i>	Only displays when user searched by Facility: Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
<i>Facility</i>	Only displays when user searched by Facility: Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Retrieves the holiday and contingency constraint data for the entered criteria and displays the Holiday and Contingency Constraints Report.

The *Holiday and Contingency Constraints Report Selection* page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. The main heading is 'Holiday and Contingency Constraints Report'. Below this, there are instructions: 'Choose Search Criteria' and 'Please enter in the Date Range in MM/DD/YYYY format (\* Required Fields)'. A note states: 'The Start Date must be greater than or equal to the current date. The Date Range cannot exceed 7 days. Click the Create button to view the report.' The form includes a date range selector set to '06/25/2010' to '06/25/2010', a 'Report View' dropdown set to 'By Area', an 'Area ID' dropdown set to '4B - Northeast (B)', and a checked 'Exclude Delivery Units' checkbox. 'Cancel' and 'Create' buttons are at the bottom of the form.



**Note:**

The Start Date must be greater than or equal to the current date.  
The End Date may not exceed 7 days from the current date.

When searching by Area or District, the user can exclude the Delivery Units from the generated report by checking the *Exclude Delivery Unit* checkbox.



From the *Holiday and Contingency Constraints Report Selection* page, the user may view the holiday and contingency information by one of four ways:

*To Search for holiday and contingency constraints information by Area:*

1. ENTER the **Date Range**
2. SELECT 'by Area' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT an area in the **Area ID** drop-down
5. CLICK the **Create** button

*To Search for holiday and contingency constraints information by District:*

1. ENTER the **Date Range**
2. SELECT 'by District' from the **Report View** drop-down box

3. CLICK the **Submit** button
4. SELECT an district in the **District ID** drop-down
5. CLICK the **Create** button

*To Search for holiday and contingency constraint information by Facility by state and city:*

1. ENTER the **Date Range**
2. SELECT 'by Facility' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT a **State** from the drop-down box
5. CLICK the **View Cities** button
6. SELECT a city from the **City** drop-down box
7. CLICK the **Search** button
8. SELECT a facility from the **Facility** drop-down box
9. CLICK the **Create** button

*To Search for holiday and contingency constraint information by Facility by NASS Code:*

1. ENTER the **Date Range**
2. SELECT 'by Facility' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. ENTER the three to five character **NASS Code** in the text box
5. CLICK the **Search** button
6. SELECT a facility from the **Facility** drop-down box
7. CLICK the **Create** button



The *Holiday and Contingency Constraints Report* page opens, displaying the holiday and contingency information and facility status for the specified search criteria. The fields and buttons on the *Holiday and Contingency Constraints Report* page are described below. A snapshot of the page is displayed after the field description.

<i>NASS Code</i>	The three to five character NASS Code associated with the selected criteria.
<i>Facility Name</i>	The Facility Name associated with the selected criteria.
<i>Date</i>	Date of when Holiday and Contingency Constraint is in effect.
<i>Constraint Type</i>	The type of constraint (Holiday or Contingency).
<i>Drop Shipment Hours</i>	The times the associated facility is accepting Standard and Package Service Drop Shipments.
<i>Hours of Operation</i>	The times the associated facility is open and staffed to accept Periodicals volume on that corresponding day.



The *Holiday and Contingency Constraints Report* page is displayed below:

The screenshot shows the United States Postal Service FAST interface. At the top left is the USPS logo. A navigation bar contains a 'Home' link and a breadcrumb trail for 'Facility Access and Shipment Tracking (FAST)'. The main heading is 'Facility Access and Shipment Tracking (FAST)'. Below this is a sub-heading 'Holiday and Contingency Constraints Report' with a 'Return to Previous Screen' link. A 'Selected Criteria' box displays: Report Type: Facility, Date Range: 07/04/2010 - 07/04/2010, Facility Name: SPRINGFIELD NDC, and NASS Code: 01Z. Below the criteria are export options: 'Download into Excel' and 'View Printable Version'. A table with the following data is shown:

NASS Code	Facility Name	Date	Constraint Type	Drop Ship Hours*	Hours of Operation
01Z	SPRINGFIELD NDC	07/04/2010	Contingency	Closed	Closed

Below the table, it says 'Total (1 result)'. There are more export options: 'Download into Excel' and 'View Printable Version'. A note at the bottom states: '\* Hours displayed are potentially available trip slot hours.' At the very bottom of the page is a footer with various links like 'Site Map', 'Customer Service', 'Forms', 'Gov't Services', 'Careers', 'Privacy Policy', 'Terms of Use', and 'Business Customer Gateway'. It also includes copyright information for 2009 USPS and logos for Postal Inspectors and the Inspector General.



A user may view the *Facility Profile* page (described in module 5.1 – *Facility Profile*) for the selected facility by CLICKING the **Facility Name** hyperlink.

## 2.3 Resources

The *Resources* section contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, *Resources* provides links to the *Message Board* and *What's New*. The following sections are available pre-login to FAST:

**2.3.1 Reference Documents** – Describes how a user may access the FAST User Guide, Customer Web Based Training, PS Forms 8125, Publication 804, and Domestic Mail Manual.

**2.3.2 Drop Ship Product File Download** - Describes how a user may download the different Drop Ship Product Files.

**2.3.3 Label List Files Download** - Describes how a user may download the Label List Files.

**2.3.4 Message Board** – Describes how a user may access the FAST Message Board.

**2.3.5 What's New Board** – Describes how a user may access the What's New Board.

**2.3.6 View CIN List** – Describes how a user may access the View CIN List page.

**2.3.7 View CIN Group List** – Describes how a user may access the View CIN Group List page.

**2.3.8 Mail Transport Equipment Returns Request** – Describes how a user may access the MTE Return Request page.

The user may access the processes associated with the above sections from the *FAST Login* page (described in module 4.0 - *Landing pages*) before logging into the application.

### 2.3.1 Reference Documents

The *Reference Documents* section describes the following processes:

- 2.3.1.1 Release Notes
- 2.3.1.2 Customer Job Aids
- 2.3.1.3 Customer Web based Training
- 2.3.1.4 Mailer Rating Information
- 2.3.1.5 Download User Guide
- 2.3.1.6 Link to Publication 804
- 2.3.1.7 Link to Domestic Mail Manual
- 2.3.1.8 Link to PS Forms 8125

The user may access the processes associated with the above sections from the *FAST Welcome* page by CLICKING the **Resources** link. The Resources link takes the user to the *Resources Landing page* (described in module 4.0 – *Landing pages*) where the user may CLICK either the **Reference Documents** link, or the associated **Go>** button to display the *Reference Documents* page.

#### 2.3.1.1 Release Notes

The Reference Documents section includes links to release notes, allowing the user to download release notes for a specific date.

The Reference Documents page is displayed below with the Release Notes section highlighted.



Home

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- Release Notes:**
    - [Fast Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 08/15/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/28/2010](#)
    - [Post-Release Notes 03/28/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 1/15/2009](#)
    - [Release Notes 10/19/2009](#)
    - [Release Notes 08/16/2009](#)
  - Customer Job Aids:**
    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Sheet \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Collection Report \(PDF\)](#)
    - [PostalOne! Customer Registration \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - Customer Drop Ship Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - Customer Origin Entry Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - Mailer Rating Information:**
    - [Mailer Rating Introduction \(PPT\)](#)
    - [Mailer Rating Appointment Rating Process \(PPT\)](#)
    - [Mailer Rating Reports \(PPT\)](#)
    - [Mailer Rating Review \(PPT\)](#)
  - Download FAST Drop Shipment User Guide (Version 14):**
    - [FAST Drop Shipment Customer User Guide \(PDF\)](#)
    - [FAST Drop Shipment Customer User Guide \(HTML\)](#)
    - [FAST Drop Shipment Customer User Guide \(ZIP\)](#)
  - Download FAST Origin Entry User Guide (Version 2):**
    - [FAST Origin Entry Customer User Guide \(PDF\)](#)
    - [FAST Origin Entry Customer User Guide \(HTML\)](#)
    - [FAST Origin Entry Customer User Guide \(ZIP\)](#)
  - Drop Ship Delivery Unit Hours File:**
    - [Drop Ship Delivery Unit Hours File \(EXCL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - Publication 804:**
    - [Publication 804](#)
  - Domestic Mail Manual:**
    - [Domestic Mail Manual](#)
  - PS Forms (8125):**
    - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page.  
Please search for the following forms on the page to download:  
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)  
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (8/2006)
  - Customer / Supplier Agreements:**
    - [Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.
- [Download Adobe Acrobat PDF Reader](#)

### 2.3.1.2 Customer Job Aids

The Customer Job Aids are files that help the user understand and take advantage of certain features of the FAST application. There are nineteen (19) files available for download: *Customer Supplier Agreements – eDoc Association*, *Creating Drop Ship Appointments Guide*, *Creating Origin Entry Appointments Guide*, *Facility Profile*, *Managing Drop Ship Appointments Guide*, *Managing Origin Entry Appointments Guide*, *FAST Appointment Container Association Quick Reference Guide*, *Appointment Shell*, *Formatting and Printing Reports*, *Joint Scheduling*, *Mail Direction Report*, *PostalOne! Customer Registration*, *Preferred Publications*, *Resolution and Internet Browser Settings*, *Web Services Overview*, *Customer / Supplier Agreements*, *Business Customer Gateway Instructions – Dock Handout*, *Business Customer Gateway – New Users* and *Business Customer Gateway – Existing Users*.

- **Customer Supplier Agreements – eDoc Association** – this document contains useful information around correctly mapping CSA information from FAST to eDocs. Sample scenarios outlining the proper use of the letter 'P' for the Critical Acceptance Time (CAT) for CSAs are provided.
- **Creating Drop Ship Appointments Guide** – this document contains instructions to help the user create drop ship appointments in FAST.
- **Creating Origin Entry Appointments Guide** - this document contains instructions to help the user create Origin Entry appointments in FAST.
- **Facility Profile Information** – this document contains useful information that the user may obtain from the Facility Profile in FAST.
- **Managing Drop Ship Appointments Guide** – this document contains instructions to help the user manage drop ship appointments in FAST.
- **Managing Origin Entry Appointments Guide** – this document contains instructions to help the user manage Origin Entry Appointments in FAST.
- **Appointment Shell** – this document contains instruction to help the user understand the impact of creating and cancelling appointment shells. The user is given instructions for creating drop ship one-time and recurring appointment shells as well as Origin Entry JIT One-Time and JIT Recurring appointment shells.
- **Customer / Supplier Agreements** – this document contains instructions to help the user understand the navigation and various sections of the CSA module.
- **FAST Appointment Container Association Quick Reference Guide** – this document contains instruction to help the user understand the appointment container association process, Full-Service appointment scheduling options and best communication approach for their business process.
- **Formatting and Printing Reports** – this document contains instructions to help the user properly format and print reports.
- **Joint Scheduling** – this document contains instructions to help the user understand and create a joint scheduling appointment.
- **Mail Direction Report** – this document contains instructions to help the user search for default drop entry points and redirections.
- **PostalOne! Customer Registration** – this document contains instructions to guide the user in registering with PostalOne! and gaining login access to FAST.
- **Preferred Publications** – this document contains instructions to help users select and save their regularly used publications.
- **Resolution and Internet Browser Settings** – this document will help the user adjust their screen resolution and browser settings. This will ensure that the FAST application displays and works correctly on the user's computer.
- **Web Services Overview** – this document contains an introduction to the features and benefits associated with Web Services.
- **Business Customer Gateway Instruction – Dock Handout** – this document contains instructions to guide the user in registering for FAST, CSA and other services in the Business Customer Gateway.
- **Business Customer Gateway – New Users** – this document contains instructions to guide the user in registering for FAST in the Business Customer Gateway.

- **Business Customer Gateway – Existing Users** – this document contains instructions to guide the user with the new Business Customer Gateway.

All the files are available in Adobe PDF format. To download any of the files, user simply right-clicks the desired link and selects "Save Target As..." A pop-up dialog will display asking the user to select where the file will be saved. Once the destination is determined, user clicks "Save" and waits for the download to complete.

The *Reference Documents* page is displayed below with the Customer Job Aids section highlighted.



Home

Facility Access and Shipment Tracking (FAST)

- Login to FAST
- Facilities
- Reports
- Resources
- Reference Documents
- Drop Ship Product File Download
- Label List Files Download
- Business Board
- What's New Board
- View CH List
- View CH Group List
- HTF Returns
- Origin Entry

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

#### Release Notes:

- [Release Notes 11/07/2010](#)
- [Release Notes 05/23/2010](#)
- [Release Notes 09/15/2010](#)
- [Release Notes 04/11/2010](#)
- [Release Notes 03/28/2010](#)
- [Post-Release Notes 03/28/2010](#)
- [Release Notes 03/14/2010](#)
- [Release Notes 11/15/2009](#)
- [Release Notes 10/19/2009](#)
- [Release Notes 09/16/2009](#)

#### Customer Job Aids:

- [Creating Drop Ship Appointments Guide \(PDF\)](#)
- [Creating Origin Entry Appointments Guide \(PDF\)](#)
- [Facility Profile Information \(PDF\)](#)
- [Managing Drop Ship Appointments Guide \(PDF\)](#)
- [Managing Origin Entry Appointments Guide \(PDF\)](#)
- [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
- [Appointment Sheet \(PDF\)](#)
- [Formatting and Printing Reports \(PDF\)](#)
- [Joint Scheduling \(PDF\)](#)
- [Mail Director Report \(PDF\)](#)
- [PostalOne! Customer Registration \(PDF\)](#)
- [Preferred Publications \(PDF\)](#)
- [Resolution and Internet Browser Settings \(PDF\)](#)
- [Web Services Overview \(PDF\)](#)
- [Customer / Supplier Agreements \(PDF\)](#)
- [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
- [Business Customer Gateway - New Users \(PDF\)](#)
- [Business Customer Gateway - Existing Users \(PDF\)](#)

#### Customer Drop Ship Web Based Training Course:

[Customer Web Based Training Course \(ZIP\)](#)  
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.  
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

#### Customer Origin Entry Web Based Training Course:

[Customer Web Based Training Course \(ZIP\)](#)  
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.  
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

#### Mailier Rating Information:

- [Mailier Rating Introduction \(PPT\)](#)
- [Mailier Rating Appointment/Rating Process \(PPT\)](#)
- [Mailier Rating Reports \(PPT\)](#)
- [Mailier Rating Review \(PPT\)](#)

#### Download FAST Drop Shipment User Guide (Version 14):

- [FAST Drop Shipment Customer User Guide \(PDF\)](#)
- [FAST Drop Shipment Customer User Guide \(HTML\)](#)
- [FAST Drop Shipment Customer User Guide \(ZIP\)](#)

#### Download FAST Origin Entry User Guide (Version 2):

- [FAST Origin Entry Customer User Guide \(PDF\)](#)
- [FAST Origin Entry Customer User Guide \(HTML\)](#)
- [FAST Origin Entry Customer User Guide \(ZIP\)](#)

#### Drop Ship Delivery Unit Hours File:

[Drop Ship Delivery Unit Hours File \(EXCL\)](#)  
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

#### Publication 804:

[Publication 804](#)

#### Domestic Mail Manual:

[Domestic Mail Manual](#)

#### PS Forms (8125):

[PS Forms Page](#)  
Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

#### Customer / Supplier Agreements:

[Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.  
[Download Adobe Acrobat PDF Reader](#)

## 2.6.2 Customer Web Based Training Course

The Customer Web Based Training Course is a tutorial designed to get users familiar and comfortable with using the FAST online application. This course is available for drop ship and Origin Entry and can be downloaded and run on any computer with a compatible browser.

To download the training course, the user simply clicks on the Customer Web Based Training Course link. A pop-up dialog will appear. The user should click "Save" and select a destination directory. The download may take several minutes as this is a fairly large module (about 26MB). Once the file is downloaded the user should locate the file on their computer using Windows Explorer. The user should right-click on the file and select "Extract to here" (the actual process of extracting/un-zipping files may vary depending on the type of extracting utility installed on the user's computer). The files will extract and create a new directory called "Customer FAST Training Course." The user should navigate to that directory. To start the training course the user double-clicks the file called "Start Here."

The *Reference Documents* page is displayed on the following page with the Customer Web Based Training section highlighted.

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

#### Release Notes:

- [Fast Release Notes 1107/2010](#)
- [Release Notes 0523/2010](#)
- [Release Notes 0815/2010](#)
- [Release Notes 0411/2010](#)
- [Release Notes 0328/2010](#)
- [Post-Release Notes 0328/2010](#)
- [Release Notes 0314/2010](#)
- [Release Notes 1115/2009](#)
- [Release Notes 1019/2009](#)
- [Release Notes 0816/2009](#)

#### Customer Job Aids:

- [Creating Drop Ship Appointments Guide \(PDF\)](#)
- [Creating Origin Entry Appointments Guide \(PDF\)](#)
- [Facility Profile Information \(PDF\)](#)
- [Managing Drop Ship Appointments Guide \(PDF\)](#)
- [Managing Origin Entry Appointments Guide \(PDF\)](#)
- [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
- [Appointment Sheet \(PDF\)](#)
- [Formatting and Printing Reports \(PDF\)](#)
- [Joint Scheduling \(PDF\)](#)
- [Mail Collection Report \(PDF\)](#)
- [PostalOne! Customer Registration \(PDF\)](#)
- [Preferred Publications \(PDF\)](#)
- [Resolution and Internet Browser Settings \(PDF\)](#)
- [Web Services Overview \(PDF\)](#)
- [Customer / Supplier Agreements \(PDF\)](#)
- [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
- [Business Customer Gateway - New Users \(PDF\)](#)
- [Business Customer Gateway - Existing Users \(PDF\)](#)

#### Customer Drop Ship Web Based Training Course:

[Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

#### Customer Origin Entry Web Based Training Course:

[Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

#### Mailer Rating Information:

- [Mailer Rating Introduction \(PPT\)](#)
- [Mailer Rating Appointment Rating Process \(PPT\)](#)
- [Mailer Rating Reports \(PPT\)](#)
- [Mailer Rating Review \(PPT\)](#)

#### Download FAST Drop Shipment User Guide (Version 14):

- [FAST Drop Shipment Customer User Guide \(PDF\)](#)
- [FAST Drop Shipment Customer User Guide \(HTML\)](#)
- [FAST Drop Shipment Customer User Guide \(ZIP\)](#)

#### Download FAST Origin Entry User Guide (Version 2):

- [FAST Origin Entry Customer User Guide \(PDF\)](#)
- [FAST Origin Entry Customer User Guide \(HTML\)](#)
- [FAST Origin Entry Customer User Guide \(ZIP\)](#)

#### Drop Ship Delivery Unit Hours File:

[Drop Ship Delivery Unit Hours File \(EXCL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

#### Publication 804:

[Publication 804](#)

#### Domestic Mail Manual:

[Domestic Mail Manual](#)

#### PS Forms (8125):

[PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page.

Please search for the following forms on the page to download:

- PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
- PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (8/2006)

#### Customer / Supplier Agreements:

[Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.

[Download Adobe Acrobat PDF Reader](#)



#### **2.3.1.4 Mailer Rating Information**

Mailer Rating information is a series of teleconference presentations designed to educate the user on Mailer Rating rules, Appointment Rating process, and associated reports. The following teleconference presentations are available:

- Mailer Rating Introduction
- Mailer Rating Appointment Rating Process
- Mailer Rating Reports
- Mailer Rating Review

The *Reference Documents* page is displayed on the following page with the Mailer Rating Information section highlighted.



Home

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- ▶ **Release Notes:**
    - [Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 09/15/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/28/2010](#)
    - [Post-Release Notes 03/28/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 11/15/2009](#)
    - [Release Notes 10/19/2009](#)
    - [Release Notes 09/16/2009](#)
  - ▶ **Customer Job Aids:**
    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Sheet \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Director Report \(PDF\)](#)
    - [PostalOne! Customer Registration \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - ▶ **Customer Drop Ship Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - ▶ **Customer Origin Entry Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web based training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - ▶ **Mailer Rating Information:**
    - [Mailer Rating Introduction \(PPT\)](#)
    - [Mailer Rating Appointment/Rating Process \(PPT\)](#)
    - [Mailer Rating Reports \(PPT\)](#)
    - [Mailer Rating Review \(PPT\)](#)
  - ▶ **Download FAST Drop Shipment User Guide (Version 14):**
    - [FAST Drop Shipment Customer User Guide \(PDF\)](#)
    - [FAST Drop Shipment Customer User Guide \(HTML\)](#)
    - [FAST Drop Shipment Customer User Guide \(ZIP\)](#)
  - ▶ **Download FAST Origin Entry User Guide (Version 2):**
    - [FAST Origin Entry Customer User Guide \(PDF\)](#)
    - [FAST Origin Entry Customer User Guide \(HTML\)](#)
    - [FAST Origin Entry Customer User Guide \(ZIP\)](#)
  - ▶ **Drop Ship Delivery Unit Hours File:**
    - [Drop Ship Delivery Unit Hours File \(EXCL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - ▶ **Publication 804:**
    - [Publication 804](#)
  - ▶ **Domestic Mail Manual:**
    - [Domestic Mail Manual](#)
  - ▶ **PS Forms (8125):**
    - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
  - ▶ **Customer / Supplier Agreements:**
    - [Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.  
[Download Adobe Acrobat PDF Reader](#)

### 2.3.1.5 Download User Guide

The *FAST User Guide* is a document that explains the different features that FAST will provide the user. It contains detailed instructions for users to perform key functions in the FAST system. A pre-login user may only download the external version of the User Guide.

The *FAST User Guide* section describes the process for downloading the guide. More detailed information about downloading the FAST User Guide is described in module 12.1.1 – *FAST User Guide*.

The user has the option to download the User Guide in .PDF format, .RTF format, or as a ZIP file. The user begins the process by CLICKING the associated **Download** button.

The *Reference Documents* page is displayed on the following page with the FAST User Guide section highlighted.



Home

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- **Release Notes:**

    - [Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 09/15/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/28/2010](#)
    - [Post-Release Notes 03/28/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 11/15/2009](#)
    - [Release Notes 10/19/2009](#)
    - [Release Notes 09/16/2009](#)
  - **Customer Job Aids:**

    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Sheet \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Director Report \(PDF\)](#)
    - [PostalOne! Customer Rejuvenation \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - **Customer Drop Ship Web Based Training Course:**

    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - **Customer Origin Entry Web Based Training Course:**

    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - **Mailier Rating Information:**

    - [Mailier Rating Introduction \(PPT\)](#)
    - [Mailier Rating Appointment/Rating Process \(PPT\)](#)
    - [Mailier Rating Reports \(PPT\)](#)
    - [Mailier Rating Review \(PPT\)](#)
  - **Download FAST Drop Shipment User Guide (Version 14):**

    - [FAST Drop Shipment Customer User Guide \(PDF\)](#)
    - [FAST Drop Shipment Customer User Guide \(HTML\)](#)
    - [FAST Drop Shipment Customer User Guide \(ZIP\)](#)
  - **Download FAST Origin Entry User Guide (Version 2):**

    - [FAST Origin Entry Customer User Guide \(PDF\)](#)
    - [FAST Origin Entry Customer User Guide \(HTML\)](#)
    - [FAST Origin Entry Customer User Guide \(ZIP\)](#)
  - **Drop Ship Delivery Unit Hours File:**

    - [Drop Ship Delivery Unit Hours File \(EXCL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - **Publication 804:**

    - [Publication 804](#)
  - **Domestic Mail Manual:**

    - [Domestic Mail Manual](#)
  - **PS Forms (8125):**

    - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
  - **Customer / Supplier Agreements:**

    - [Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.
- [Download Adobe Acrobat PDF Reader](#)



**Note:**

The pre-login user may only download the customer version of the *FAST User Guide*.

### 2.3.1.6 Link to Publication 804

Drop Shipment Procedures for Destination Entry (Publication 804) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office, and to provide customers with access to requirements for participation in the Drop Ship Program. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM), as well as any additional information pertaining to drop shipment. The procedures establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The *Publication 804* section describes the process for viewing the publication. More detailed information about viewing *Publication 804* is described in module 12.1.2 – *Publication 804*.

The user has the option to view *Publication 804* in .PDF format or text format. The user begins the process by CLICKING the associated **Publication 804** hyperlink. Upon CLICKING the **Publication 804** hyperlink, the user is brought to a new page with *Publication 804* displayed.

The *USPS Document* page is displayed on the following page with *Publication 804* section highlighted.



Home

Facility Access and Shipment Tracking (FAST)

- Login to FAST
- Facilities
- Reports
- Resources
- Reference Documents
- Drop Ship Product File Download
- Label List File Download
- Message Board
- What's New Board
- View CR List
- View CR Group List
- WTE Returns
- Origin Entry

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- Release Notes:**
    - [Pro-Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 08/15/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/28/2010](#)
    - [FastRelease Notes 3/30/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 11/15/2009](#)
    - [Release Notes 10/18/2009](#)
    - [Release Notes 08/15/2009](#)
  - Customer Job Aids:**
    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Shell \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Direction Report \(PDF\)](#)
    - [PostalOne! Customer Registration \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - Customer Drop Ship Web Based Training Courses:**
    - [Customer Web Based Training Courses \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - Customer Origin Entry Web Based Training Course:**
    - [Customer Web Based Training Courses \(ZIP\)](#)

To open the Customer Web based training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - Mailer Rating Information:**
    - [Mailer Rating Introduction \(PPT\)](#)
    - [Mailer Rating Appointment Rating Process \(PPT\)](#)
    - [Mailer Rating Reports \(PPT\)](#)
    - [Mailer Rating Review \(PPT\)](#)
  - Download FAST Drop Shipment User Guide (Version 14):**
    - [FAST Drop Shipment Customer User Guide \(PDF\)](#)
    - [FAST Drop Shipment Customer User Guide \(HTML\)](#)
    - [FAST Drop Shipment Customer User Guide \(ZIP\)](#)
  - Download FAST Origin Entry User Guide (Version 3):**
    - [FAST Origin Entry Customer User Guide \(PDF\)](#)
    - [FAST Origin Entry Customer User Guide \(HTML\)](#)
    - [FAST Origin Entry Customer User Guide \(ZIP\)](#)
  - Drop Ship Delivery Unit Hours File:**
    - [Drop Ship Delivery Unit Hours File \(EXCEL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - Publication 804:**
    - [Publication 804](#)
  - Domestic Mail Manual:**
    - [Domestic Mail Manual](#)
  - PS Forms (8125):**
    - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page.

Please search for the following forms on the page to download:

    - PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (102005)
    - PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (012006)
  - Customer / Supplier Agreements:**
    - [Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.
- [Download Adobe Acrobat PDF Reader](#)

### 2.3.1.6 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The public may access the DMM in PDF format on the Postal Explorer website. The online DMM is updated monthly.

The *Domestic Mail Manual* section describes the process for viewing the manual. More detailed information about viewing the *Domestic Mail Manual* is described in module 12.1.3 – *Domestic Mail Manual*.

The user may view the *Domestic Mail Manual* in .PDF format. The user begins the process by CLICKING the associated **Domestic Mail Manual** hyperlink. Upon CLICKING the **Domestic Mail Manual** hyperlink the user is brought to a new page with the *Domestic Mail Manual* displayed.

The *USPS Document* page is displayed on the following page with the *Domestic Mail Manual* section highlighted.



Home

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- ▶ **Release Notes:**
    - [Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 09/15/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/28/2010](#)
    - [Post-Release Notes 03/28/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 11/15/2009](#)
    - [Release Notes 10/19/2009](#)
    - [Release Notes 08/16/2009](#)
  - ▶ **Customer Job Aids:**
    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Sheet \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Director Report \(PDF\)](#)
    - [PostalOne! Customer Rejuvenation \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - ▶ **Customer Drop Ship Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - ▶ **Customer Origin Entry Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - ▶ **Mailer Rating Information:**
    - [Mailer Rating Introduction \(PPT\)](#)
    - [Mailer Rating Appointment Rating Process \(PPT\)](#)
    - [Mailer Rating Reports \(PPT\)](#)
    - [Mailer Rating Review \(PPT\)](#)
  - ▶ **Download FAST Drop Shipment User Guide (Version 14):**
    - [FAST Drop Shipment Customer User Guide \(PDF\)](#)
    - [FAST Drop Shipment Customer User Guide \(HTML\)](#)
    - [FAST Drop Shipment Customer User Guide \(ZIP\)](#)
  - ▶ **Download FAST Origin Entry User Guide (Version 2):**
    - [FAST Origin Entry Customer User Guide \(PDF\)](#)
    - [FAST Origin Entry Customer User Guide \(HTML\)](#)
    - [FAST Origin Entry Customer User Guide \(ZIP\)](#)
  - ▶ **Drop Ship Delivery Unit Hours File:**
    - [Drop Ship Delivery Unit Hours File \(EXCL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - ▶ **Publication 804:**
    - [Publication 804](#)
  - ▶ **Domestic Mail Manual:**
    - [Domestic Mail Manual](#)
  - ▶ **PS Forms (8125):**
    - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
  - ▶ **Customer / Supplier Agreements:**
    - [Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.
- [Download Adobe Acrobat PDF Reader](#)



### 2.3.1.8 Link to PS Form 8125

The *PS Form 8125* contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The *PS Forms* section describes the process for downloading the forms. More detailed information about downloading the *Plant-Verified Drop Shipment Form* is described in modules 9.1.2 – *Download Recurring Appointment Request Form* and 9.1.3 – *Download PS Form 8125 (Plant-Verified Drop Shipment Form)*.

The user may download the form in .PDF format. The user begins the process by CLICKING the **PS Forms Page** hyperlink. Upon CLICKING the PS Forms Page hyperlink, the user is brought to the USPS Forms Page where they may search for PS Form 8125.

The *USPS Document* page is displayed on the following page with the *PS Forms 8125* section highlighted.



Home

Facility Access and Shipment Tracking (FAST)

- Login to FAST
- Facilities
- Reports
- Resources
- Reference Documents
- Drop Ship Product File Download
- Label List Files Download
- Business Board
- What's New Board
- View CH List
- View CH Group List
- MTF Returns
- Origin Entry

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

#### Release Notes:

- [Release Notes 11/07/2010](#)
- [Release Notes 05/23/2010](#)
- [Release Notes 09/15/2010](#)
- [Release Notes 04/11/2010](#)
- [Release Notes 03/28/2010](#)
- [Post-Release Notes 03/28/2010](#)
- [Release Notes 03/14/2010](#)
- [Release Notes 11/15/2009](#)
- [Release Notes 10/19/2009](#)
- [Release Notes 09/16/2009](#)

#### Customer Job Aids:

- [Creating Drop Ship Appointments Guide \(PDF\)](#)
- [Creating Origin Entry Appointments Guide \(PDF\)](#)
- [Facility Profile Information \(PDF\)](#)
- [Managing Drop Ship Appointments Guide \(PDF\)](#)
- [Managing Origin Entry Appointments Guide \(PDF\)](#)
- [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
- [Appointment Sheet \(PDF\)](#)
- [Formatting and Printing Reports \(PDF\)](#)
- [Joint Scheduling \(PDF\)](#)
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- [Customer / Supplier Agreements \(PDF\)](#)
- [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
- [Business Customer Gateway - New Users \(PDF\)](#)
- [Business Customer Gateway - Existing Users \(PDF\)](#)

#### Customer Drop Ship Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

#### Customer Origin Entry Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

#### Mailier Rating Information:

- [Mailier Rating Introduction \(PPT\)](#)
- [Mailier Rating Appointment Rating Process \(PPT\)](#)
- [Mailier Rating Reports \(PPT\)](#)
- [Mailier Rating Review \(PPT\)](#)

#### Download FAST Drop Shipment User Guide (Version 14):

- [FAST Drop Shipment Customer User Guide \(PDF\)](#)
- [FAST Drop Shipment Customer User Guide \(HTML\)](#)
- [FAST Drop Shipment Customer User Guide \(ZIP\)](#)

#### Download FAST Origin Entry User Guide (Version 2):

- [FAST Origin Entry Customer User Guide \(PDF\)](#)
- [FAST Origin Entry Customer User Guide \(HTML\)](#)
- [FAST Origin Entry Customer User Guide \(ZIP\)](#)

#### Drop Ship Delivery Unit Hours File:

- [Drop Ship Delivery Unit Hours File \(EXCL\)](#)
- Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

#### Publication 804:

- [Publication 804](#)

#### Domestic Mail Manual:

- [Domestic Mail Manual](#)

#### PS Forms (8125):

- [PS Forms Page](#)
- Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

#### Customer / Supplier Agreements:

- [Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.

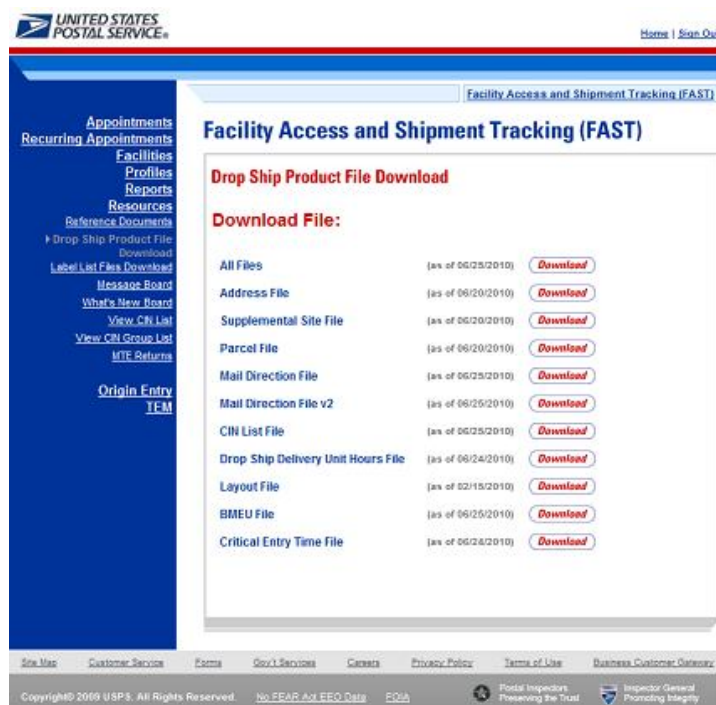
[Download Adobe Acrobat PDF Reader](#)

### 2.3.3 Drop Ship Product File Download

The *Drop Ship Product File Download* page describes the process a user can download product files. The files the user can download are: All Files, Address File, Supplemental Site File, Parcel File, Mail Direction File, Mail Direction File v2, and CIN List File.

A pre-login user begins the process from the *FAST Welcome* page. The user **CLICKS** the **Resources** link located in the "Important Information" section. The user is taken to the *Resources Landing* page (described in module 4.0 – *Landing* pages) where the user may select the **Drop Ship Product File Download** link, or associated Go> button to display the *Drop Ship Product File Download* page.

The *Drop Ship Product File Download* is displayed below.



### 2.3.3 Label List Files

The Label List File Download page contains a Postal Explorer link to Label List. The Label list link is accessible from two points in FAST: from the FAST Welcome page (pre-login), from the Resources Landing page (post-login), and from the FAST Welcome page (post-login), from the Resources Landing page (post-login),. A pre-login user begins the process from the Resources page. The user **CLICKS** the Label List File link or associated Go> button to display the Label List File Download page

The Label List Download page is displayed below:



## Facility Access and Shipment Tracking (FAST)

### Label List Files

Label List Files

Postal Explorer Link to Label List



### Download File:

- ▶ Label List Files Download (All Label Lists) (as of 06/09/2010) [Download](#)
- ▶ L000 NDC Labeling List (as of 06/09/2010) [Download](#)
- ▶ L001 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels (as of 06/09/2010) [Download](#)
- ▶ L002 3-Digit ZIP Code Prefix Matrix (as of 06/09/2010) [Download](#)
- ▶ L003 3-Digit ZIP Code Prefix Groups - 3-Digit Scheme Sortation (as of 06/09/2010) [Download](#)
- ▶ L004 3-Digit ZIP Code Prefix Groups - ADC Sortation (as of 06/09/2010) [Download](#)
- ▶ L005 3-Digit ZIP Code Prefix Groups - SCF Sortation (as of 06/09/2010) [Download](#)
- ▶ L006 5-Digit Metro Scheme (as of 06/09/2010) [Download](#)
- ▶ L007 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats in Bundles (as of 06/09/2010) [Download](#)
- ▶ L008 3-Digit Scheme - Periodicals, Standard Mail, and BPM Flats in Bundles (as of 06/09/2010) [Download](#)
- ▶ L009 Mixed ADCs - Periodicals, Package Services Flats and Irregular Parcels and Standard Mail Flats (as of 06/09/2010) [Download](#)
- ▶ L010 NDC/ASF Entry - Standard Mail Letters and Package Services Irregular Parcels (as of 06/09/2010) [Download](#)
- ▶ L011 Non-NDC/ASF Entry - Periodicals and Standard Mail Letters (as of 06/09/2010) [Download](#)
- ▶ L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC (as of 06/09/2010) [Download](#)
- ▶ L601 NDCs (as of 06/09/2010) [Download](#)
- ▶ L602 ASFs (as of 06/09/2010) [Download](#)
- ▶ L603 ADCs - Irregular Standard Mail Parcels (as of 06/09/2010) [Download](#)
- ▶ L604 Originating ADCs - Standard Mail Irregular Parcels (as of 06/09/2010) [Download](#)
- ▶ L605 NDCs/ASFs - Nonmachinable Parcel Post NDC Presort and ONDC Presort (as of 06/09/2010) [Download](#)
- ▶ L606 5-Digit Scheme - Standard Mail, First-Class Mail, and Package Services Parcels (as of 06/09/2010) [Download](#)
- ▶ L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers (as of 06/09/2010) [Download](#)
- ▶ L801 AADCs - Letter-Size Mailings (as of 06/09/2010) [Download](#)
- ▶ Layout File (as of 09/25/2009) [Download](#)

- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources
- Reference Documents
- Drop Ship Product File Download
- ▶ Label List Files Download
- Message Board
- What's New Board
- View CBL List
- View CBL Group List
- MFE Reference

Origin Entry

[TEM](#)

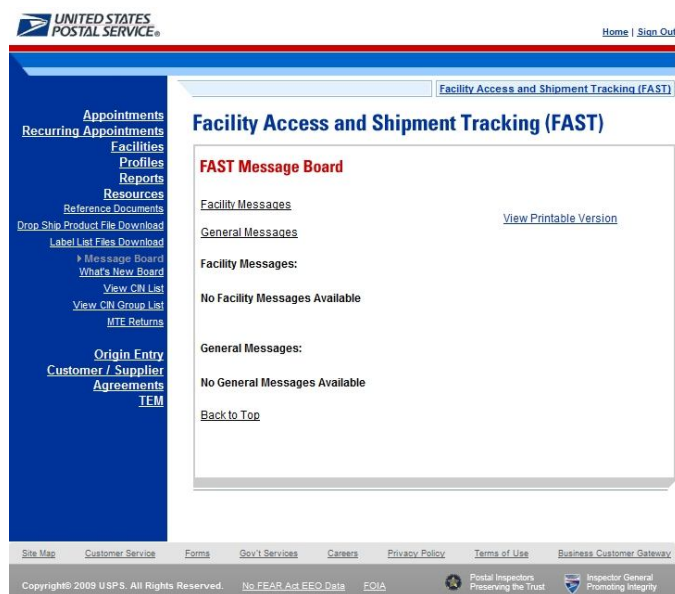
### 2.3.4 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Pre-login users may view all general and facility messages that have not yet expired.

The *Message Board* section describes the process for viewing the board. More detailed information about the Message Board is described in module 12.0 – *Resources*.

The Message Board is accessible from three points in FAST: from the *FAST Welcome* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). A pre-login user begins the process from the *Resources* page. The user **CLICKS** the **Message Board** link or associated **Go>** button to display the *Message Board*.

The *FAST Message Board* is displayed on the following page.



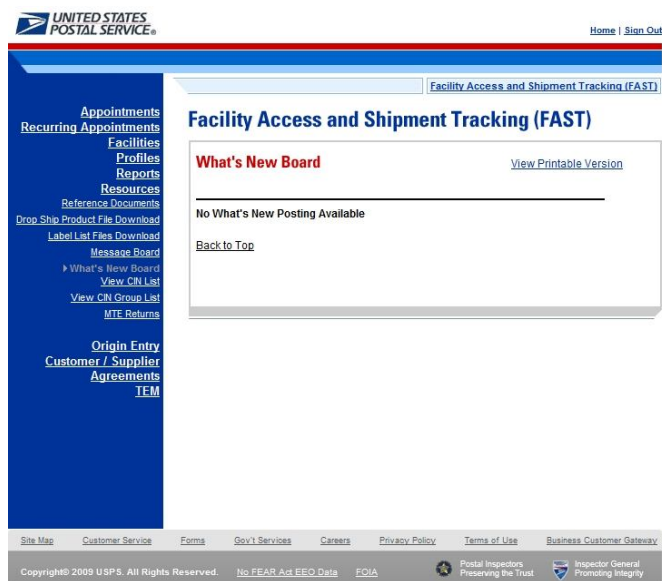
### 2.3.4 What's New Board

What's New is a message posting system where administrators of the FAST system may display system-related information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

The *What's New Board* section describes the process for viewing the board. More detailed information about the What's New Board is described in module 12.0 – *Resources*.

The *What's New Board* is accessible from two points in FAST: from the *FAST Welcome* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user **CLICKS** the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.

The *FAST What's New Board* is displayed on the following page.



### 2.3.6 View CIN List

The *View CIN List* section describes the process for viewing the list of active CINs. A user may view the complete list of active CINs or filter a list of active CINs to the criteria they are interested in. Users may filter based upon either a single CIN or by CIN characteristics like Mail Class, Mail Shape and Presort.

The *View CIN List* page is accessible from three points in FAST: from the *Resources Landing Page* (pre-login), from the *Resources Landing Page* (post-login) and from the *DEPS Resources Landing Page*. The *View CIN List* section describes the process for viewing the page. More detailed information about the *View CIN List* is described in module 12.0 – *Resources*.

The *FAST View CIN List* is displayed on the following page.

**Facility Access and Shipment Tracking (FAST)**

**View CIN List** [Return to Previous Screen](#)

The Search and Sort options below allow you to filter the CIN List shown at the bottom of the page. Click "Submit" to return to the complete list.

**Search and Sort Options**

Enter CIN:

Or

Mail Class:

Mail Shape:

Presort:  [Submit >](#)

**CIN List**

Export options: [Download into Excel](#) | [View Printable Version](#)

CIN	Mail Class	Mail Shape	Presort
321	Periodicals	Flats	5D BC/NBC
322	Periodicals	Flats	3D BC/NBC
329	Periodicals	Flats	SCF BC/NEC
331	Periodicals	Flats	ADC BC/NBC
332	Periodicals	Flats	WKG BC/NBC
339	Periodicals	Flats	5D CR
340	Periodicals	Irregular Parcels	5D CR
341	Periodicals	Letters	5D SCHEME BC
342	Periodicals	Letters	5D BC
343	Periodicals	Letters	SCHEME BC

First | Prev | Page 1, 2, 3, 4, 5, 6, 7, 8 | Next | Last Total (251 results)

Export options: [Download into Excel](#) | [View Printable Version](#)

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### 2.3.7 View CIN Group List

The View CIN Group List section describes the process for viewing the list of active CIN Groups in the FAST system.

The View CIN Group List page is accessible from three points in FAST: from the Resources Landing Page (pre-login), from the *Resources Landing Page* (post-login), and from the *DEPS Resources Landing Page*. The *View CIN Group List* section describes the process for viewing the page. More detailed information about the *View CIN Group List* is described in module 12.0 – *Resources*.

The *FAST View CIN Group List* is displayed on the following page.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### View CIN Group List

Below is a list of all CIN Groups with their details.

[Return to Previous Screen](#)

Export options: [Download into Excel](#) | [View Printable Version](#)

CIN Group	CINs
Default	DEF
Package Services (Perishable/Regular Parcels)	PE3, PE5, OD1, OD3
Package Services (Perishable/Machinable Parcels)	PE2, PE4, OD0, OD2
Package Services - BPA/Library/Media/Flat	635, 636, 637, 638, 639, 640, 641, 650, 651, 652, 654, 657, 658, 659, 661, 667, 668, 669
Package Services - BPA/Library/Media/Regular Parcels	660, 661, 662, 664, 696, 697, 698
Package Services - BPA/Library/Media/Machinable Parcels	660, 662, 663, 664, 697
Package Services - Parcel Select/Machinable Parcels	680, 688
Package Services - Parcel Select/Non-Machinable Parcels	688
Package Services - Parcel Select/Regular Parcels	688, 690
Package Services/Flats	635, 636, 637, 638, 639, 640, 641, 650, 651, 652, 654, 657, 658, 659, 661, 669, 666
Package Services/Regular Parcels	688, 690, 691, 692, 694, 696, 697, 698, 691, PE3, PE5, OD1, OD3, OD5, SD8
Package Services/Machinable Parcels	660, 662, 663, 664, 660, 662, 663, 664, 667, 668, OD4, SD8
Package Services/Non-Machinable Parcels	688, 688
Periodicals (News/Flat)	421, 422, 429, 431, 432, 439, 440, 451, 452, 471, 472, 473, 474, 475, 477, 478, 479, 480, 481, 482, 484, 485, 486, 487, 488, P43
Periodicals (News/Regular Parcels)	440, 454, 455, 463, 464, 466, 467, 468, 469, 494, 496, 498, 497, 498, 499, P44
Periodicals (News/Letters)	441, 442, 443, 444, 445, 446, 450, 453, 456, 459, 466, 467, 468, 469, 470, P40, P41, P42
Periodicals (News/Machinable Parcels)	P44
Periodicals (News/Non-Machinable Parcels)	P44
Periodicals/Flats	321, 322, 329, 331, 332, 339, 349, 351, 352, 371, 372, 373, 374, 375, 377, 378, 379, 380, 381, 382, 384, 385, 386, 387, 388, P23
Periodicals/Regular Parcels	340, 354, 355, 383, 384, 386, 389, 391, 392, 394, 395, 396, 397, 398, 399, P24
Periodicals/Letters	341, 342, 343, 344, 345, 346, 350, 353, 356, 359, 366, 367, 368, 369, 370, P30, P31, P32
Periodicals/Machinable Parcels	P34
Periodicals/Non-Machinable Parcels	P34
Standard/Flats	501, 502, 509, 531, 532, 538, 548, 572, 573, 574, 575, 576, 578, 580, 582, 586, 587, 588, 589, P00, P03, P04, P06, P07, P08, P09
Standard/Regular Parcels	500, 501, 502, 590, 581, 582, 584, 586, 589, 600, 601, 603, P01, P02
Standard/Letters	541, 542, 543, 544, 545, 546, 552, 555, 557, 558, 560, 563, 564, 565, 587, 588, 589, 604, 605, 606, 607, 608, 609, 611, P50, P51, P52, P53, P54, P55
Standard/Machinable Parcels	500, 501, 502, 503, 555, 603, 608, 602, 603, 664, 670, 672, 673, 674

Total (27 results)

Export options: [Download into Excel](#) | [View Printable Version](#)



All active CIN Groups will be displayed on one page. Each CIN Group in the table will link to a *View CIN Group Details* page which will show the details for the CIN Group and the CINs that belong to it.

The *View CIN Group List* section further describes the *View CIN Group Details* page which is described in module 12.0 – *Resources*.

The *FAST View CIN Group Details* page is displayed below.


The screenshot displays the 'View CIN Group - Details' page in the FAST system. The page features a blue sidebar on the left with various navigation links such as 'Appointments', 'Facilities', and 'Resources'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and 'View CIN Group - Details'. It provides information about the selected CIN group, including its description, mail class, and mail shape. Below this, there is a section for 'CINs included in the CIN Group' with a table listing the details for each CIN. The table has columns for CIN, Mail Class, Mail Shape, and Presort. The first row shows a CIN of 'DEF' with a 'Default' mail class and 'Default' mail shape, and a 'Presort' option. The page also includes a footer with site information and logos.

### 2.3.8 Mail Transport Equipment Returns Request

The *Mail Transport Equipment (MTE) Returns Request* page gives users the ability to send a request to be reviewed by a USPS area contact. The USPS area contact will review the request and follow-up based on the information provided.

A pre-login user begins by CLICKING on the MTE Returns hyperlink or respective GO button.

The *Mail Transport Equipment Returns Request* page is displayed on the following page.


Home | Sign Out

---

**Appointments**

[Recurring Appointments](#)

[Facilities](#)

[Profiles](#)

[Reports](#)

[Resources](#)

[Reference Documents](#)

[Drop Ship Product File Download](#)

[Label List Files Download](#)

[Message Board](#)

[What's New Board](#)

[View CN List](#)

[View CN Group List](#)

[MTE Returns](#)

**Origin Entry**

[Customer / Supplier Agreements](#)

[TEM](#)

Facility Access and Shipment Tracking (FAST)

### Mail Transport Equipment Returns Request

The Mail Transport Equipment Returns Request will be forwarded to a USPS area contact for review. The USPS area contact will review the information and follow-up based on the information provided. USPS areas require a minimum of 7 days to review a request, and will contact you to verify pick-up. If USPS has not responded to your request in 7 days, please use the tracking number provided on the confirmation page to follow-up with the HQ Mail Transport Equipment coordinator.

\* Corporate Name:

\* Contact Name:

Mail Transport Equipment Pick-up Address:

\* Address line 1:

Address line 2:

\* City:

\* State:

\* ZIP Code:

\* Contact Phone Number:

Contact Phone Ext:

\* Contact Email Address:

\* Preferred Pick-up Date:

Preferred Pick-up start hour:  Hour is military time

Preferred Pick-up end hour:  Hour is military time

Mail Transport Equipment types and quantities:

Plastic Pallets:

Tubs:

Trays:

Sacks:

Sleeves:

Rolling Stock:  
(Hampers, Cages, APCs, ERMCS)

Comments:

Hint: State Mail Transport Equipment Condition: (Good, Fair, Poor)  
 Example: Trays 12 - Good Condition

This process is not supported by the FAST help desk or the fast@usps.com email address. Any support or requests for follow-up must be directed to the USPS HQ Mail Transport Equipment coordinator at [hqmtle@usps.gov](mailto:hqmtle@usps.gov).

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Site Map
Customer Service
Forms
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## 3.0 Login/Logout

When the user opens the FAST application, the first page that displays is the *Welcome to FAST* page. From the *Welcome to FAST* page, the user can access the *Business Customer Gateway* page by clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page. Alternatively, the user may navigate directly to the *Business Customer Gateway* to login. The Username and Password are entered on this page and then verified by the system upon clicking the **Sign In** button. Upon login, the *Business Customer Gateway* page displays.

### 3.1 Logging In/Logging Out of FAST

In order to access most of the processes available in FAST, the user must login to the application. The *Business Customer Gateway* page will verify the Username and Password information entered.

This section includes:

- 3.1.1 Logging into FAST
- 3.1.2 Logging out of FAST

#### 3.1.1 Logging into FAST

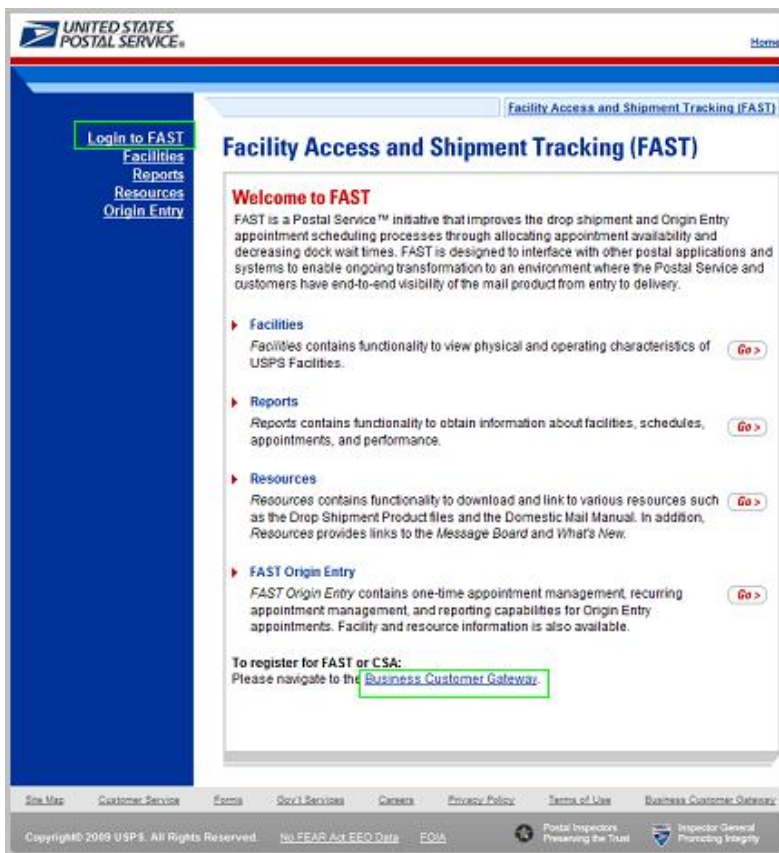
The user may begin the login process two ways. First, the user may navigate to the *Welcome to FAST* page by accessing <https://fast.usps.com/>. From there, the user will be directed to the *Business Customer Gateway* page upon clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page.

Alternatively, the user may navigate directly to the *Business Customer Gateway* page to login. Once the *Business Customer Gateway* page is reached, the user may enter a Username and Password. Upon verification, the user will be logged into the *Business Customer Gateway*. The user may access FAST by clicking the **Schedule a Mailing Appointment (FAST)** hyperlink located in the Mail & Transport section of the page.



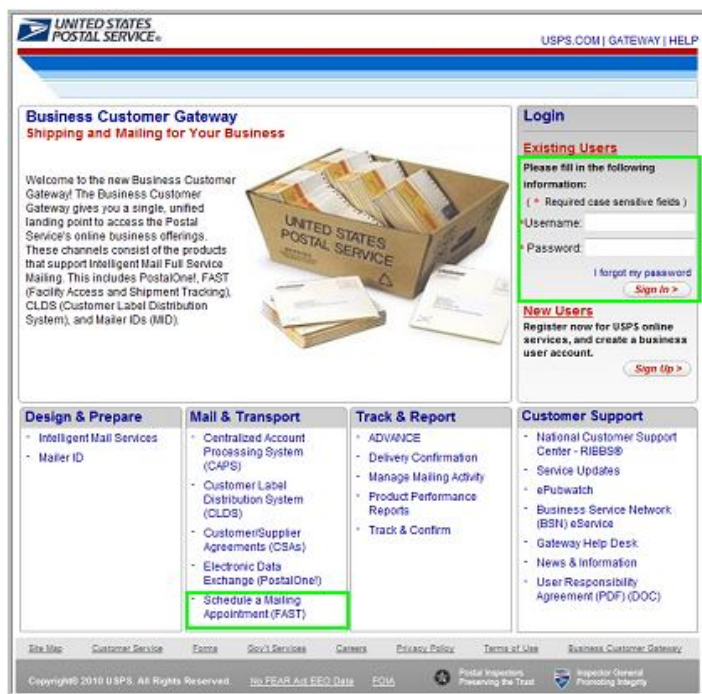
The fields and buttons on the *Welcome to FAST* page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
<i>Login to FAST</i> hyperlink	Directs the user to the <i>Business Customer Gateway</i> page.
<i>Business Customer Gateway</i> hyperlink	Directs the user to the <i>Business Customer Gateway</i> page.



The fields and buttons on the *Business Customer Gateway* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
<i>Username</i>	Field where the user enters his/her Username.
<i>Password</i>	Field where the user enters the Password for the associated Username.
<i>I forgot my password hyperlink</i>	Allows the user to begin the process of resetting his/her password.
<i>Sign In button</i>	Allows the user to access the <i>Business Customer Gateway</i> page after the correct entry of the Username and Password.



### Logging into FAST



From the *Welcome to FAST* page, the user may access the *Business Customer Gateway* page by performing the following step:

1. CLICK the **Login to FAST** link in the Left Navigation Bar.  
OR:  
CLICK the **Business Customer Gateway** link at the bottom of the page.



From the *Business Customer Gateway* page, perform the following steps to access the FAST application:

1. CLICK the **Username** field and ENTER the Username.
2. CLICK the **Password** field and ENTER the Password.
3. CLICK the **Sign In** button to login to the Business Customer Gateway.
4. CLICK the **Schedule a Mailing Appointment (FAST)** link in the Mail & Transport section.

### Business Customer Gateway Login Difficulties

If the user login is unsuccessful, an error message is displayed.

### 3.1.2 Logging Out of FAST

On each page of the FAST application there is a **Sign Out** link in the right corner of the Top Navigation Bar.



#### Logging out of FAST



To exit the FAST application, perform the following step:

1. **CLICK** the **Sign Out** button.

A successful logout brings the user to the *Business Customer Gateway* page. To return to the FAST application, re-sign in to the Business Customer Gateway.

**Formatted:** Indent: Left: 0.75",  
Hanging: 0.25", Numbered + Level:  
1 + Numbering Style: 1, 2, 3, ... +  
Start at: 1 + Alignment: Left +  
Aligned at: 0.65" + Tab after: 0.1"  
+ Indent at: 0.95"

### 3.2 Message Board Pop-Up

Messages are created by administrators in the FAST system to display Facility-specific and general information to FAST users. Messages are displayed to the user via the Message Board pop-up window.

Upon accessing the FAST application, the Message Board pop-up window is automatically displayed. The user may also access the Message Board from the *Welcome to FAST* page by clicking on the **Resources** link on the Left Navigation Bar or its associated **Go>** button, followed by clicking on the **Message Board** link on the Left Navigation Bar or its associated **Go>** button. If there is a new message posted to the Message Board, the user will see a new message alert at login.

The FAST Message Board pop-up window is below.



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## 4.0 Landing pages

The user has several processes they may exercise upon login to the FAST application. The *Landing pages* section includes:

- 4.1 FAST Main Menu** – Describes how a user may select the desired landing page.
- 4.2 Appointments** – Describes how a user may select the desired appointment creation and management function.
- 4.3 Recurring Appointments** – Describes how a user may select the desired recurring appointment request and management function
- 4.4 Facilities** – Describes how a user may select the desired facility information function.
- 4.5 Profiles** – Describes how a user may select the desired customer profile function.
- 4.6 Reports** – Describes how a user may select a report to view.
- 4.7 Resources** – Describes how a user may select the desired resources function.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the associated link or **Go>** button.

### 4.1 FAST Main Menu

The *FAST Main Menu Landing* page lists all FAST related functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources



The fields and buttons on the *FAST Main Menu Landing* page are described below. A snapshot of the page is displayed after the field description.

<i>Go&gt; (Appointments)</i>	Displays the <i>Appointments Landing</i> page.
<i>Go&gt; (Recurring Appointments)</i>	Displays the <i>Recurring Appointments Landing</i> page.
<i>Go&gt; (Facilities)</i>	Displays the <i>Facilities Landing</i> page.
<i>Go&gt; (Profiles)</i>	Displays the <i>Profiles Landing</i> page.
<i>Go&gt; (Reports)</i>	Displays the <i>Reports Landing</i> page.
<i>Go&gt; (Resources)</i>	Displays the <i>Resources Landing</i> page.

The FAST Main Menu Landing page is displayed below.

The screenshot shows the FAST main menu landing page. At the top left is the United States Postal Service logo. At the top right are links for 'Home' and 'Sign Out'. Below the logo is a blue navigation sidebar with links for 'Appointments', 'Recurring Appointments', 'Facilities', 'Profiles', 'Reports', 'Resources', 'Origin Entry', 'Customer / Supplier Agreements', and 'TEM'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and features a 'Welcome to FAST' section. This section explains that FAST is a Postal Service™ initiative designed to improve drop shipment and origin entry processes. Below the welcome message is a list of menu items, each with a brief description and a 'Go >' button:

- Appointments**: Appointments contains functionality to create and manage appointments.
- Recurring Appointments**: Recurring Appointments contains functionality to request and manage recurring appointments.
- Facilities**: Facilities contains functionality to view physical and operating characteristics of USPS Facilities.
- Profiles**: Profiles contains functionality to view corporate and scheduler profile information such as name, address, and contact information.
- Reports**: Reports contains functionality to obtain information about facilities, schedules, appointments, and performance.
- Resources**: Resources contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, Resources provides links to the Message Board and What's New.
- FAST Origin Entry**: FAST Origin Entry contains one-time appointment management, recurring appointment management, and reporting capabilities for Origin Entry appointments. Facility and resource information is also available.
- Customer / Supplier Agreements**: Customer / Supplier Agreements contains functionality to view and download Customer / Supplier Agreements.
- Test Environment for Mailers (TEM)**: Test Environment for Mailers (TEM) TEM is a testing environment for mailers who will be participating in Full-Service. TEM provides mailers with a way to test appointment scheduling via Mail.XML. For additional information, please reference the Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST) located [here](#).

At the bottom of the page is a footer containing links for 'Site Map', 'Customer Service', 'Forms', 'Gov't Services', 'Careers', 'Privacy Policy', 'Terms of Use', and 'Business Customer Gateway'. Below these links is a copyright notice: 'Copyright© 2009 USPS. All Rights Reserved. No FEAR Act/EEO Data FOIA'. On the right side of the footer are two logos: 'Postal Inspectors Preserving the Trust' and 'Inspector General Promoting Integrity'.

## 4.2 Appointments

The *Appointment Management Landing* page lists all appointment creation and management functions accessible to the user depending on user access level (described in module 11.1 – *Security*). The user has the following options to choose from:

- Create New Appointment page
- Manage Existing Appointment page
- Create Stand-Alone Content page
- Manage Stand-Alone Content page
- Manage Closeout Information page
- Manage Unscheduled Arrival page

The user begins the process from the *FAST Main Menu* page. The user **CLICKS** on the **Appointments** link, or associated **Go>** button to display the *Appointment Management Landing* page.



The fields and buttons on the *Appointment Management Landing* page are described below. A snapshot of the page is displayed after the field description.

<i>Go&gt; (Create New Appointment)</i>	Displays the <i>Create New Appointment</i> page.
<i>Go&gt; (Manage Existing Appointment)</i>	Displays the <i>Manage Existing Appointment</i> page.
<i>Go&gt; (Create Stand-Alone Content)</i>	Displays the <i>Create Stand-Alone Content</i> page.
<i>Go&gt; (Manage Stand-Alone Content)</i>	Displays the <i>Manage Stand-Alone Content</i> page.
<i>Go&gt; (Manage Closeout Information)</i>	Displays the <i>Manage Closeout Information</i> page.
<i>Go&gt; (Manage Unscheduled Arrival)</i>	Displays the <i>Manage Unscheduled Arrival</i> page.

The *Appointment Management Landing* page is displayed on the following page.



Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Appointments

*Appointments* contains appointment management functionality. Appointment creation and modification are available in this module.

- ▶ **Create New Appointment**  
Displays the Create New Appointment page. Go >
- ▶ **Manage Existing Appointment**  
Displays the Manage Existing Appointment page. Go >
- ▶ **Create Stand-Alone Content**  
Displays the Create Stand-Alone Content page. Go >
- ▶ **Manage Stand-Alone Content**  
Displays the Manage Stand-Alone Content page. Go >
- ▶ **Manage Closeout Information**  
Displays the Manage Closeout Information page. Go >
- ▶ **Manage Unscheduled Arrival**  
Displays the Manage Unscheduled Arrival page. Go >

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From the Appointment Management Landing page, the user may access the Create New Appointment page, Manage Existing Appointment page, create Stand-Alone Content, Manage Stand-Alone Content, Manage Closeout Information or the Manage Unscheduled Arrival page (described in module 6.0 – Appointments).

## 4.3 Recurring Appointments

The Recurring Appointments Landing page lists the request and management of recurring appointments functions (described in module 7.0 – Recurring Appointments). This functionality will allow the user to submit a recurring appointment request online within FAST.

The user has the following options to choose from:

- Request New Recurring Appointment
- Manage Recurring Appointment/Request
- Manage Publications Exclusions

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Recurring Appointments** link, or the associated **Go>** button to display the *Recurring Appointments Landing* page.



The fields and buttons on the *Recurring Appointments Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> ( <i>Request New Recurring Appointment</i> )	Displays the <i>Request New Recurring Appointment Selection</i> page.
Go> ( <i>Manage Recurring Appointment/Request</i> )	Displays the <i>Manage Recurring Appointment/Request Selection</i> page.
Go> ( <i>Manage Publications Exclusions</i> )	Displays the <i>Manage Publications Exclusions</i> page.

The *Recurring Appointments* landing page is displayed below.



From the *Recurring Appointments Landing* page, the user may access the *Request New Recurring Appointment* page and the *Manage Recurring Appointment/Request* page (described in module 7.0 – *Recurring Appointments*).

## 4.4 Facilities

The *Facilities Landing* page lists all facility related functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Facility Profile* section from the *Facilities Landing* page.

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Facilities** link, or associated **Go>** button to display the *Facilities Landing* page.



The fields and buttons on the *Facilities Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> ( <i>Facility Profile</i> )	Displays the <i>Facility Profile Selection</i> page.
---------------------------------	--

The *Facilities Landing* page is displayed below.



From the *Facilities Landing* page, the user may access the *Facility Profile* page (described in module 5.0 – *Facilities*).

## 4.5 Profiles

The *Profiles Landing* page allows the user to search for corporate or scheduler profile. The *Profiles Landing* page lists all profile functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Corporate Profile* page from the *Profiles Landing* page.

Additionally, the user can manage their preferred customers (Mail Owners & Mail Preparers) along with their preferred publications on the *Scheduler Profile* page. Setting this data will help the user during the Appointment/Recurring Appointment create/manage processes.

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page.



The fields and buttons on the *Profiles Landing* page are described below. A snapshot of the page is displayed after the field description.

<a href="#">Go&gt; (Corporate Profile)</a>	Displays the <i>Corporate Profile Selection</i> page.
--	---

The *Profiles Landing* page is displayed below.



From the Profiles Landing page, the user may access the Corporate Profile page (described in module 7.0 – Corporate Profile).



**Note:**

The *Profiles* section allows the user to search for corporate or scheduler profile information. The user may search for USPS facility profiles by CLICKING on the **Facilities** link on the *FAST Main Menu* page (described in module 5.0 – Facility Information).

## 4.6 Reports

The *Reports Landing* page lists all reports management functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Appointment Calendar
- Appointment Rating Analysis Report
- Appointment Status Report
- Closeout Data Report
- Corporate Rating Report
- Holiday and Contingency Constraint Report
- Mail Direction Search
- Recurring Appointment Performance Report
- Scheduler Performance Report
- Scheduler Report
- Slot Availability Report

The user begins the process from the *FAST Main Menu* page. The user CLICKS the **Reports** link, or associated **Go>** button to display the *Reports Landing* page.



The fields and buttons on the *Reports Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> ( <i>Appointment Calendar</i> )	Displays the <i>Appointment Calendar</i> page.
Go> ( <i>Appointment Rating Analysis Report</i> )	Displays the <i>Appointment Rating Analysis Report</i> page.
Go> ( <i>Appointment Status Report</i> )	Displays the <i>Appointment Status Report</i> page.
Go> ( <i>Closeout Data Report</i> )	Displays the <i>Closeout Data Report</i> page.
Go> ( <i>Corporate Rating Report</i> )	Displays the <i>Corporate Rating Report</i> page.



<i>Go&gt; (Holiday and Contingency Constraint Report)</i>	Displays the <i>Holiday and Contingency Constraint Report</i> page.
<i>Go&gt; (Mail Direction Search)</i>	Redirects the <i>Mail Direction Search</i> page.
<i>Go&gt; (Recurring Appointment Performance Report)</i>	Displays the <i>Recurring Appointment Performance Report</i> page.
<i>Go&gt; (Scheduler Performance Report)</i>	Displays the <i>Scheduler Performance Report</i> page.
<i>Go&gt; (Scheduler Report)</i>	Displays the <i>Scheduler Report</i> page.
<i>Go&gt; (Slot Availability Report)</i>	Redirects the user to the <i>Slot Availability Report</i> page.

The *Reports Landing* page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

- [Appointments](#)
- [Recurring Appointments](#)
- [Facilities](#)
- [Profiles](#)
- [Reports](#)
- [Appointment Calendar](#)
- [Appointment Rating Analysis Report](#)
- [Appointment Status Report](#)
- [Closeout Data Report](#)
- [Corporate Rating Report](#)
- [Holiday And Contingency Constraint Report](#)
- [Mail Direction Search](#)
- [Recurring Appointment Performance Report](#)
- [Scheduler Performance Report](#)
- [Scheduler Report](#)
- [Slot Availability Report](#)
- [Resources](#)
- [Origin Entry](#)
- [Customer / Supplier](#)
- [Agreements](#)
- [TEM](#)

### Reports

Please select the type of report to view from the left menu or from the report list below which gives a brief description of each report.

If you would like to return to pages previously viewed within a report, please use the upper navigation bar or the "Previous Screen" link found in the upper right of each level of a generated report.

- ▶ **Appointment Calendar**  
Displays the number and types of appointments for a designated date range or a month at a specified facility. Drill-down capabilities allow the user to get more detailed information for a specific date and hour. [Go >](#)
- ▶ **Appointment Rating Analysis Report**  
The Appointment Rating Analysis Report displays the appointment rating by appointment for the Date Range, Facility ID, and Scheduler. [Go >](#)
- ▶ **Appointment Status Report**  
Displays appointments for a designated facility or scheduler by the specific appointment status type and time period. [Go >](#)
- ▶ **Closeout Data Report**  
The Closeout Data Report allows users to enter appointment or recurring appointment ID's and view those appointments closeout information. [Go >](#)
- ▶ **Corporate Rating Report**  
The Corporate Rating Report displays the number of closed appointments with no exceptions, appointments that are exceptions, the number of exempt appointments, and the average points awarded per category. [Go >](#)
- ▶ **Holiday And Contingency Constraint Report**  
The primary use of the Holiday and Contingency Constraint Report is to provide external users with the ability to determine the hours of all facilities depending on a preferred view. [Go >](#)
- ▶ **Mail Direction Search**  
The Mail Direction Search allows users to view current and future drop entry points by ZIP, Discount, Mail Shape, Mail Class and Effective Date combinations. [Go >](#)
- ▶ **Recurring Appointment Performance Report**  
The Recurring Appointment Performance Report allows users to enter facilities or schedulers and view the corresponding recurring appointment information. [Go >](#)
- ▶ **Scheduler Performance Report**  
Displays the counts and percentages of No Shows, Cancellations more than 12 hours in advance of the appointment, Cancellations within 12 hours of the appointment, Late Arrivals, and Unscheduled shipments. [Go >](#)
- ▶ **Scheduler Report**  
Displays detailed appointment information for a specific scheduler and select facility, area, or district. [Go >](#)
- ▶ **Slot Availability Report**  
The Slot Availability Report displays the current available slots for a specified facility. [Go >](#)



From the *Reports Landing* page, the user may access the Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report, Holiday and Contingency Constraint Report, Recurring Appointment Performance Report, Corporate Rating Report, Appointment Rating Analysis Report, Recurring Appointment Performance Report, the Closeout Data Report, and the Slot Availability Report (described in module 8.0 – *Reports*).

## 4.7 Resources

The *Resources Landing* page lists all resources functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Reference Documents
- Drop Ship Product File Download
- Label List Files Download
- Message Board
- What's New Board
- View CIN List
- View CIN Group List
- Mail Transport Equipment Returns Request

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Resources** link, or associated **Go>** button to display the *Resources Landing* page.



The fields and buttons on the *Resources Landing* page are described below. A snapshot of the page is displayed after the field description.

<i>Go&gt; (Reference Documents)</i>	Redirects the user to the <i>Reference Documents</i> page.
<i>Go&gt; (Drop Ship Product File Download)</i>	Redirects the user to the <i>Drop Ship Product File Download</i> page.
<i>Go&gt; (Label List Files Download)</i>	Redirects the user to the <i>Label List Files Download</i> page.
<i>Go&gt; (Message Board)</i>	Redirects the user to the <i>Message Board</i> page.
<i>Go&gt; (What's New Board)</i>	Redirects the user to the <i>What's New Board</i> page.
<i>Go&gt; (View CIN List)</i>	Redirects the user to the <i>View CIN List</i> page.
<i>Go&gt; (View CIN Group List)</i>	Redirects the user to the <i>View CIN Group List</i> page.
<i>Go&gt; (Mail Transport Equipment Returns Request)</i>	Redirects the user to the <i>View Mail Transport Equipment Returns Request</i> page.

A snapshot of the *Resources Landing* page is displayed on below.

UNITED STATES POSTAL SERVICE® Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Resources

Resources contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, Resources provides links to the Message Board and What's New.

- ▶ **Reference Documents**  
Displays the Reference Documents page. [Go >](#)
- ▶ **Drop Ship Product File Download**  
Displays the Drop Ship Product File Download page. [Go >](#)
- ▶ **Label List Files Download**  
Displays the Label List Files Download page. [Go >](#)
- ▶ **Message Board**  
Displays the Message Board page. [Go >](#)
- ▶ **What's New Board**  
Displays the What's New Board page. [Go >](#)
- ▶ **View CIN List**  
Search for and view CIN details. [Go >](#)
- ▶ **View CIN Group List**  
View CIN Group list and details. [Go >](#)
- ▶ **Mail Transport Equipment Returns Request**  
Displays the Mail Transport Equipment Returns Request page which allows USPS to pick-up residual Mail Transport Equipment. [Go >](#)

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

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From the *Resources Landing* page, the user may access Reference Documents, Drop Ship Product File Download, Label List Files Download, Message Board, What's New Board, View CIN List, View CIN Group List, and Mail Transport Equipment Returns Request (described in module 9.0 – *Resources*).

**This page has been intentionally left blank.**

## 5.0 Facilities

The *Facilities* section describes how a user may view facility drop shipment contact information and facility information within FAST.

**5.1 Facility Profile** – Describes how a user may access the *Facility Profile* page to view facility drop shipment contact and facility information

Users may access the above area in FAST from the *FAST Main Menu* page by clicking on the **Facilities** link, which takes the user to the *Facilities Landing* page (described in module 4.0 - *Landing Pages*). From the *Facilities* landing page, a user may select either the **Facility Profile** link associated **Go>** button to view the *Facility Profile* page.

### 5.1 Facility Profile

Facility profile information consists of the drop shipment contact information, physical characteristics, and processing responsibilities for a given facility. A user may view facility information for any facility within FAST.

To view facility information, a user **CLICKS** the **Facility Profile** link on the *Facilities Landing* page. The user is taken to the *Facility Profile Selection* page where they may search by: facility, area, or district.



The fields and buttons on the *Facility Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*Search By:</i>	Drop-down box containing Area, District and Facility.
<i>Submit</i>	Refreshes the Facility Profile Selection Facility page with the appropriate fields.
<i>State</i>	Drop-down box containing state options.
<i>View Cities button</i>	Retrieves all cities within the selected state that have a facility and populates the cities in the City drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state .
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the table.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility.
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the results table.
<i>NASS Code column</i>	Displays the three to five character NASS Code.
<i>Facility Name column</i>	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
<i>Facility Type column</i>	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.

<i>Dropsite Key column</i>	The dropsite key identifying the facility.
<i>Address column</i>	The address where the facility resides.
<i>City column</i>	City where the facility resides.
<i>State column</i>	Two character state code where the facility resides.
<i>ZIP column</i>	Nine digit ZIP Code where the facility resides.
<b>Drop Ship Coordinator Information</b>	
<i>NOTE: The information listed below is shown when a facility is active in FAST</i>	
<i>Name column</i>	Displays the drop ship Coordinator Name.
<i>Phone column</i>	Displays the drop ship Coordinator's phone number.
<i>Email column</i>	Displays the drop ship Coordinator's email address.
<i>24 Hour Phone Number column</i>	Phone Number to reach the facility at any time of the day.
<i>Active in FAST column</i>	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).

The *Facility Profile Selection* page is displayed on the following page.



- [Appointments](#)
- [Recurring Appointments](#)
- [Facilities](#)
  - ▶ Facility Profile
- [Profiles](#)
- [Reports](#)
- [Resources](#)
- [Origin Entry](#)
- [Customer / Supplier](#)
- [Agreements](#)
- [TEM](#)

## Facility Access and Shipment Tracking (FAST)

### Facility Profile Selection

[Return to Previous Screen](#)

#### Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

There are three options to search for a facility.

1. Search for the facility using the "State" field. If the "City" field is not populated, all city names for the state will be available in the drop down. Once a city is identified, all facilities associated with the city name will be available for selection.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1 or 3.
3. Enter the Facility Name and click search. Select the Exclude Delivery Units checkbox to exclude Delivery Units from the results for this search option.

Note: NASS Codes are facility specific codes used by the National Air and Surface System for routing of mail.

\* Search By:

State:   NASS Code:    
 City:

Facility Name:

Exclude Delivery Units

Export options: [Download into Excel](#) | [View Printable Version](#)

NASS Code	Facility Name	Facility Type	Dropsite Key	Address	City	State	ZIP Code	Name
100	<a href="#">NEW YORK</a>	Plant	EV19160	341 9TH AVE RM 918	NEW YORK	NY	10199701	Iris Mustafa

Export options: [Download into Excel](#) | [View Printable Version](#)



To retrieve a facility profile by facility search:

1. SELECT Facility from the **Search By** drop-down box
2. CLICK the **Submit** button
3. Search for a facility by one of the following two ways:



To Search for a Facility by state and city:

1. SELECT a State from the drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button

To search for a Facility by NASS Code:

1. ENTER the three to five character **NASS Code** in the text box
2. CLICK the **Search** button

To search for a Facility by Facility Name:

1. ENTER the facility name in the **Facility Name** text box
2. CHECK **Exclude Delivery Units** checkbox, if applicable
3. CLICK the **Search** button to populate the table with the retrieved facilities

The *Facility Profile Selection* page refreshes and displays the facility information for the selected facility. From the *Facility Profile Selection* page, the user may view additional information such as: contact information, hours of operation, drop ship hours, etc by clicking the hyperlink of the facility listed in the table.



**Note:**

You may only search for facilities active in FAST by the NASS Code. Inactive facilities must be searched for using the state and city method.



If the user would like to search for a facility by area or look at all the facilities within an area, the user can execute a search by Area. The fields and buttons on the Facility Profile Selection – Area Search page are described below. A snapshot of the page is displayed after the field description.

<i>*Area ID</i>	Drop-down box containing area ID options.
<i>Exclude Delivery Units</i>	A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.
<i>Search button</i>	Retrieves the facilities located in the selected area ID and displays them in the table.
<i>NASS Code column</i>	Displays the three to five character NASS Code for each facility.
<i>Facility Name column</i>	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.

<i>District Column</i>	District in which the associated facility is located.
<i>Facility Type column</i>	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
<i>Dropsite Key column</i>	The dropsite key identifying the facility.
<i>Address</i>	The address where the facility resides.
<i>City column</i>	City where the facility resides.
<i>State column</i>	Two character state code where the facility resides.
<i>ZIP column</i>	Nine-digit ZIP Code where the facility resides.
<b>Drop Ship Coordinator Information</b>	
<i>Name column</i>	Displays the drop ship coordinator name.
<i>Phone column</i>	Displays the drop ship coordinator's phone number.
<i>Email column</i>	Displays the drop ship coordinator's email address.
<i>24 Hour phone number column</i>	Phone Number to reach the facility at any time of the day.
<i>Active in FAST column</i>	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)..
<i>The description below describes the Area Contacts Grid. It is displayed only when searching for a facility by Area.</i>	
<i>Name</i>	Displays name of Area Contact
<i>Phone Number</i>	Displays phone number of Area Contact
<i>E-Mail</i>	Displays e-mail of Area Contact
<i>Return to Previous Screen</i>	Navigates user to previous screen.

A snapshot of Facility Profile Selection – Area Search page is displayed on the following page.



- Appointments
- Recurring Appointments
- Facilities
  - Facility Profile
- Profiles
- Reports
- Resources
- Origin Entry
- Customer / Supplier
- Agreements
- TCM

## Facility Access and Shipment Tracking (FAST)

### Facility Profile Selection

[Return to Previous Screen](#)

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

\* Search By:

\* Area ID:

Exclude Delivery Units

Export options: [Download into Excel](#) | [View Printable Version](#)

HAAS Code	Facility Name	District	Facility Type	Dropoff Key	Address	City	State
00964	<a href="#">DMDU ANNEX</a>	006- Caribbean	Annex	E006130	100 AVE CONQUISTADORES	CATANO	PR
	<a href="#">KINGSHILL AMF</a>	006- Caribbean	Plant	A006248	1000 AIRPORT RD	KINGSHILL	VI
006	<a href="#">SAN JUAN</a>	006- Caribbean	Plant	EV17273	585 AVE FD ROOSEVELT STE 370	SAN JUAN	PR
SJU	<a href="#">SAN JUAN AMF</a>	006- Caribbean	Plant	AV19743	35 AVE JOSE A TONY SANTANA	CAROLINA	PR
	<a href="#">ST THOMAS AMF</a>	006- Caribbean	Plant	A006248	8002 LINDBERG BAY STE 2	ST THOMAS	VI
07099	<a href="#">DOMINICK V DANIELS</a>	070- Northern New Jersey	Plant	EV19358	850 NEWARK TPKE	KEARNY	NJ
	<a href="#">NEW JERSEY HASP</a>	070- Northern New Jersey	Annex	E004346	60 MINUE ST	CARTERET	NJ
	<a href="#">NEW JERSEY L&amp;D C</a>	070- Northern New Jersey	Annex	J004342	1200 HARRISON TPKE	KEARNY	NJ
07Z	<a href="#">NEW JERSEY NDC</a>	070- Northern New Jersey	BMC	KV10697	80 COUNTY RD	JERSEY CITY	NJ
	<a href="#">NEWARK</a>	070- Northern New Jersey	Plant		2 FEDERAL SQ	NEWARK	NJ
	<a href="#">NEWARK</a>	070- Northern New Jersey	Plant	E010792	2 FEDERAL SQ	NEWARK	NJ
	<a href="#">NEWARK AMC</a>	070- Northern New Jersey	Plant	AV19596	399 EARHART DR	NEWARK	NJ
	<a href="#">NJ INTERNATIONAL OPERATIONS</a>	070- Northern New Jersey	Plant	E011546	80 COUNTY RD	JERSEY CITY	NJ
076	<a href="#">NORTHERN NJ METRO</a>	070- Northern New Jersey	Plant	E003313	200 INDUSTRIAL AVE	TETERBORO	NJ
	<a href="#">TEMP XMAS SPACE FY 07</a>	070- Northern New Jersey	Annex	J011235	77 METRO WAY STE 3	SECAUCUS	NJ
079	<a href="#">WEST JERSEY</a>	070- Northern New Jersey	Plant	EV18873	54 S JEFFERSON RD	WHIPPANY	NJ



To retrieve all the facilities within an area or to search for a facility within an area, perform the following steps:

1. Select an Area ID from the **Area ID** drop-down box
2. CLICK the **Submit** button
3. CLICK the **Search** button to populate the table with the retrieved facilities
4. CLICK the **Facility Name** hyperlink of the desired facility in the table of the requested facility



If the user would like to search for a facility by district or look at all the facilities within a district, the user can execute a search by District. The fields and buttons on the Facility Profile Selection- District Search page are described below. A snapshot of the page is displayed after the field description.

<i>*District ID</i>	Drop-down box containing district ID options.
<i>Exclude Delivery Unit</i>	A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.
<i>Search button</i>	Retrieves the facilities located in the selected district ID and displays them in the table.
<i>NASS Code column</i>	Displays the three to five character NASS Code.
<i>Facility Name column</i>	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
<i>Facility Type column</i>	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
<i>Dropsite Key column</i>	The dropsite key identifying the facility.
<i>Address</i>	The address where the facility resides.
<i>City column</i>	City where the facility resides.
<i>State column</i>	Two character state code where the facility resides.
<i>ZIP column</i>	Nine-digit ZIP Code where the facility resides.
<b><i>Drop Ship Coordinator Information</i></b>	
<i>Name column</i>	Displays the drop ship coordinator name.
<i>Phone column</i>	Displays the drop ship coordinator's phone number.

<i>Email column</i>	Displays the drop ship coordinator's email address.
<i>24 Hour phone number column</i>	Phone Number to reach the facility at any time of the day.
<i>Accepts Drop Ship column</i>	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)..

A snapshot of Facility Profile Selection – District Search page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

### Facility Profile Selection

[Return to Previous Screen](#)

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

\* Search By:

\* District ID:

Exclude Delivery Units

Export options: [Download into Excel](#) | [View Printable Version](#)

NAAS Code	Facility Name	Facility Type	Drop-site Size	Address	City	State	ZIP Code	Alt
212LENOX HILL ANNEX	Delivery Unit	909 3RD AVE OFC	NEW YORK	NY	100229996			
26 FEDERAL PLAZA STATION	Delivery Unit	S008965 12 BARCLAY ST	NEW YORK	NY	100072705			
ALLERTON	Delivery Unit	SV11871 2815 WHITE PLAINS RD	BRONX	NY	104679991			
ANSONIA FINANCE STATION	Delivery Unit	SV1A404 178 COLUMBUS AVE	NEW YORK	NY	100239996			
ANSONIA STATION	Delivery Unit	SV11923 178 COLUMBUS AVE	NEW YORK	NY	100239996			
APPRAISERS STORES	Delivery Unit	S002532 340 W 42ND ST FL 2	NEW YORK	NY	100369996			
AUDUBON STATION	Delivery Unit	SV11990 511 W 165TH ST	NEW YORK	NY	100329996			
BATTERY PARK RETAIL UNIT	Delivery Unit	S008852 15 RECTOR ST	NEW YORK	NY	100069992			
RAYCHESTER	Delivery Unit	SV12085 1525 E GUN HILL RD	BRONX	NY	104699996			
ROTANKAL	Delivery Unit	SV12210 2963 WEBSTER AVE	BRONX	NY	104589991			
BOULEVARD	Delivery Unit	SV12221 1132 SOUTHERN BLVD	BRONX	NY	104599996			
ROWLING GREEN ANNEX	Delivery Unit	SV12230 90 CHURCH ST STE 200	NEW YORK	NY	100079997			
BRONX	Delivery Unit	PV12306 558 GRAND CONCOURSE	BRONX	NY	104519996			
BRONX	Plant	EV12305 558 GRAND CONCOURSE	BRONX	NY	104519996	Rar		Maad
1040M BRONX DETACHED MAIL UNIT	Plant	E006936 502 E 132ND ST	BRONX	NY	104549994	Mr. I & Rosa		
10451 BRONX GPO	Delivery Unit	SV12307 558 GRAND CONCOURSE	BRONX	NY	104519996	PAL		HT
BRONX GPO ANNEX	Delivery Unit	4001804 1313 NWWOOD AVE	BRONX	NY	104529997			
BRONX STC	Annex	E004348 815 HUTCHINSON RIVER PKWY	BRONX	NY	104651816			
BRYANT	Delivery Unit	SV12335 340 W 42ND ST FL 2	NEW YORK	NY	100369996			
CANAL STREET STATION	Delivery Unit	SV12411 350 CANAL ST	NEW YORK	NY	100139996			
CASTLE HILL	Delivery Unit	SV12450 1163 CASTLE HILL AVE	BRONX	NY	104629991			
CATHEDRAL STATION	Delivery Unit	SV12460 215 W 104TH ST	NEW YORK	NY	100259996			
CENTRALIZED PARCEL POST	Delivery Unit	341 9TH AVE BSMT B630	NEW YORK	NY	101999793			
CHELSEA STATION	Delivery Unit	SV1A468 217 W 16TH ST	NEW YORK	NY	100119996			
CHEROKEE	Delivery Unit	SV12558 1483 YORK AVE FRNT 1	NEW YORK	NY	100759991			
CHINATOWN	Delivery Unit	SV12578 6 DOVERS ST	NEW YORK	NY	100139991			
CHURCH STREET	Delivery Unit	SV12586 90 CHURCH ST	NEW YORK	NY	100079996			



From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.



The *Facility Profile* page opens, displaying the contact information for the drop shipment facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Holidays button</i>	Displays the Facility Holiday Information page.
<i>Additional Information button</i>	Displays the Facility Profile - Additional Information page.
<i>Name</i>	The full name of the facility.
<i>Address</i>	The street address of the facility.
<i>City</i>	The city where the facility resides.
<i>State</i>	The state code where the facility resides.
<i>ZIP + 4</i>	Nine-digit ZIP Code where the facility resides.
<i>District</i>	The code and name of the district where the facility resides.
<i>Area</i>	The code and name of the area where the facility resides.
<i>Locale Key</i>	The locale key of the facility.
<i>Facility Rating On</i>	Indicates Yes if appointments and customers are subject to rating at the given facility and No if they are not.
<i>Accepts Drop Shipments</i>	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)..
<i>NASS Code</i>	The three to five character NASS Code of the facility.
<b><i>Drop Ship Coordinator Information</i></b>	
<i>Contact Name</i>	Name of the primary contact person of the drop ship facility.
<i>Hours of Availability</i>	Time range to reach the drop ship contact person.
<i>Phone Number</i>	Phone number at the facility for the contact person.
<i>*FAX Number</i>	FAX number at the facility for the contact person.
<i>Email Address</i>	Email address of the contact person.
<b><i>Alternate Drop Ship Coordinator Information</i></b>	
<i>Contact Name</i>	Name of the alternate contact person of the drop ship facility.

<i>Hours of Availability</i>	Time range to reach the alternate contact person.
<i>Phone Number</i>	Phone number at the facility for the alternate contact person.
<i>FAX Number</i>	FAX number at the facility for the alternate contact person.
<i>Email Address</i>	Email address of the alternative contact person.
<i>24-Hour Telephone Number</i>	Phone Number to reach the facility at any time of day.
<b>Drop Shipment Hours and Hours of Operation</b>	
<i>Day</i>	<i>Day of the Week for Drop Ship Hours and Hours of Operation</i>
<i>Date</i>	<i>Date of Drop Ship Hours and Hours of Operation</i>
<i><u>Early Bird Hours</u></i>	<i><u>Early Bird receiving hours for each day of the week</u></i>
<i>Drop Ship Hours</i>	<i>Hours the facility accepts drop shipments for each day of the week</i>
<i>Hours of Operation</i>	<i>Hours the facility is open and staffed for each day of the week</i>
<b>Supplemental Facility Information</b>	
<i>Facility Directions</i>	Directions to the Facility.
<i>Comments</i>	Any additional information relevant to the facility.
<b>Facility Dock</b>	
<i>Height</i>	Height of the dock.
<i>Width</i>	Width of the dock.
<i>Depth</i>	Depth of the dock.
<b>Facility Yard Information</b>	
<i>Maximum Truck Length</i>	The maximum truck length accepted at the facility.
<i>Truck Maneuverability</i>	The truck maneuverability at the facility.
<i>Length</i>	Length of the facility yard.
<i>Width</i>	Width of the facility yard.



<i>Surface Type</i>	Type of surface in the facility yard.
<i>Holidays button</i>	Displays the Facility Holiday Information page.
<i>Back button</i>	Displays the Facility Profile Selection page.
<i>Additional Information button</i>	Displays the Facility Profile - Additional Information page.

A snapshot of the *Facility Profile* Search page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. The main heading is 'Facility Profile Selection'. Below this, there are instructions on how to search for facilities by facility, district, or area. A search form is provided with fields for 'Search By' (set to Facility), 'State' (set to -- Select One --), 'City', and 'NASS Code' (set to 100). A 'Submit' button is visible. Below the search form, there is a table of search results:

NASS Code	Facility Name	Facility Type	Dropsite Key	Address	City	State	ZIP Code	Name
100	<a href="#">NEW YORK</a>	Plant	EV19160	341 9TH AVE RM 918	NEW YORK	NY	101999701	Iris Mustafa

At the bottom of the page, there is a footer with navigation links and copyright information: 'Copyright© 2009 USPS. All Rights Reserved. No FEAR Act, EEO, Data EOLIA'. Logos for 'Postal Inspectors Preserving the Trust' and 'Inspector General Promoting Integrity' are also present.



From the *Facility Profile* Search page, the user may CLICK on the **Facility Name** to view information about the facility.

**Facility Access and Shipment Tracking (FAST)**

**Facility Profile** Return to [Previous Screen](#)

[Holidays >](#) [Additional Information](#)

Name: AGUADILLA  
 Address: 50 CARR 459 STE 1  
 City: AGUADILLA  
 State: PR  
 ZIP + 4: 006039998  
 District: Caribbean  
 Area: New York Metro (A)  
 Locale Key: V17137  
 Surface Visibility Site: No  
 Facility Rating On: No  
 Accept Drop Shipments: No  
 NASS Code:

**Drop Ship Coordinator Information**

Contact Name:  
 Hours of Availability: null.null - null.null  
 Phone Number:  
 FAX Number:  
 Email Address: USPSFAST1@GMAIL.COM

**Alternate Drop Ship Contact Information**

Contact Name:  
 Hours of Availability: null.null - null.null  
 Phone Number:  
 FAX Number:  
 Email Address: USPSFAST1@GMAIL.COM  
 24-Hour Telephone Number:

Day	Date	Drop Ship Hours	Hours of Operations
Wednesday	10/07/2009	09:00-16:00	03:30-19:00
Thursday	10/08/2009	09:00-16:00	03:30-19:00
Friday	10/09/2009	09:00-16:00	03:30-19:00
Saturday	10/10/2009		03:30-18:00
Sunday	10/11/2009		Closed
Monday	10/12/2009	09:00-16:00	03:30-19:00
Tuesday	10/13/2009	09:00-16:00	03:30-19:00

Comments:

**Facility Dock**

Height:N/A  
 Width:ft. 0 in.  
 Depth:ft. 0 in.

**Facility Yard Information**

Maximum Truck Length:20 ft.  
 Truck Maneuverability:  
 Length:100 ft.  
 Width:25 ft.  
 Surface Type:Asphalt

[Holidays >](#) [Back](#) [Additional Information](#)

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Comment [J1]: Update Screenshot to display Early Bird Hours



From the *Facility Profile* page, the user may also CLICK the **Additional Information** button to view additional information about the facility.



The *Facility Profile—Additional Information* page has two views; one for default facilities and one for non-default facilities. A default facility may redirect mail to alternate facilities, and may also receive redirected mail from other default facilities. A non-default facility may only receive redirected mail, and not redirect to any other facility. The table below describes the fields and buttons found on a default page. Following the table is a snapshot of the page for default facilities.

<i>Facility Name</i>	Full name of the facility.
<i>"Facility Name" is the main processing facility for</i>	The ZIP/Carrier Route for which the facility serves as a default.
<i>"Facility Name" is also accepting the following mail table</i>	Table displaying the mail redirected from other facilities to the current facility.
<i>CIN Group column</i>	Displays the CIN Group(s) of mail redirected to this facility.
<i>Pallet Code</i>	Displays the Pallet Code for mail redirected to this facility.
<i>Discount</i>	Displays the Discount for mail redirected to this facility.
<i>ZIP/Carrier Route Serviced</i>	List of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.
<i>Effective Dates</i>	Displays the Effective Dates of the redirection.
<i>Truck Length</i>	Indicates if the redirection applies only to specific truck lengths.
<i>Pallet Code Legend:</i>	Y = Yes, redirection applies to palletized mail N = No, redirection applies to non-palletized mail
<i>"Facility Name" is directing mail to the following facilities table</i>	Table displaying the mail redirected from this facility to other facilities.
<i>Facility Name</i>	Lists the facility name to where the CIN Group is redirected.
<i>CIN Group</i>	Lists the CIN Group(s) redirected from the default facility.
<i>Pallet Code</i>	Indicates whether the redirection applies to palletized mail or non-palletized mail.
<i>Discount</i>	Destination discount associated with CIN Group and destination.
<i>ZIP/Carrier Route Serviced</i>	The list of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.

<i>Effective Date</i>	Effective date of the redirection.
-----------------------	------------------------------------

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**Note:**

The ZIP/Carrier Route Serviced column only includes ZIP/Carrier Routes that are within the effective date range. If the effective end date for the specific ZIP/Carrier Route has passed, it will not be displayed regardless of whether it is within grace period. If the current date is before the effective start date for a specific ZIP, the ZIP will not be displayed for the ZIP/Carrier Routes Serviced.

A snapshot of the *Facility Profile – Additional Information* (default facility) page is displayed on the following page.



[Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

- Appointments
- Recurring Appointments
- Facilities
  - Facility Profile
  - Facility Constraints
  - Holiday Administration
- Profiles
- Reports
- Resources
- Origin Entry
- Customer / Supplier Agreements
- TEM

## Facility Access and Shipment Tracking (FAST)

### Facility Profile - Additional Information

[Return to Previous Screen](#)

Facility Name: 100053831-NEW YORK

NEW YORK is the main processing facility for:

ZIP/Carrier Route Served: SCF: 100-102  
 DDU: 10099, 10161, 10179  
 ADC: 100-102, 104

NEW YORK is also accepting the following mail:

Export options: [Download into Excel](#) | [View Printable Version](#)

CIN Group	Pallet Code	Discount	ZIP/Carrier Route Served	Effective Dates	Truck Length
No Records Found					
Total (0 result)					

Export options: [Download into Excel](#) | [View Printable Version](#)

Pallet Code Legend: Y = palletized mail including "other containers", N = non-palletized mail

Note: ZIP/Carrier Route Served can be 3-Digit ZIP Code, 5-Digit ZIP Code and/or 5-Digit ZIP Code plus Carrier Route

NEW YORK is directing mail to the following facilities:

Export options: [Download into Excel](#) | [View Printable Version](#)

Facility Name	CIN Group	Pallet Code	Discount	ZIP/Carrier Route Served	Effective Dates	Truck Length
<a href="#">DALLAS AMC</a>	Periodicals/Non-Machinable Parcels	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals/Flats	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals/Flats	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals (News)/Letters	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals (News)/Letters	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals (News)/Flats	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals (News)/Flats	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals (News)/Irregular Parcels	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals (News)/Irregular Parcels	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
<a href="#">DALLAS AMC</a>	Periodicals (News)/Machinable Parcels	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A

First | Prev | Page 1, 2 | Next | Last | Total (16 results)

Export options: [Download into Excel](#) | [View Printable Version](#)

Comment [J2]: Update effective dates screen

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**Note:**

If the facility is a NDC, and there are no directions provided, the user will be given a link to the NDC Homepage.

If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS [Post Office Locator](#) homepage.

The NASS Code field is not editable for Facility Users of a DDU.

FAST Coordinators may also enter directions in the comments section.

The *Facility Profile –Additional Information* page for non-default facilities is the same as the page for default facilities except for the deletion of one table. The Processing Redirections to Alternate Facilities section is omitted because non-default facilities cannot redirect mail anywhere. The *Facility Profile – Additional Information* (non-default facility) page is displayed on the following page.

The screenshot shows the USPS FAST interface. At the top left is the USPS logo. The top right has links for 'Home' and 'Sign Out'. Below the logo is a navigation menu with items like 'Appointments', 'Recurring Appointments', 'Facilities', 'Profiles', 'Reports', 'Resources', 'Origin Entry', 'Customer / Supplier Agreements', and 'TEM'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and 'Facility Profile - Additional Information'. It displays the facility name '100102398-ANSONIA FINANCE STATION' and a message: 'ANSONIA FINANCE STATION is also accepting the following mail:'. Below this is a table with columns: 'CIN Group', 'Pallet Code', 'Discount', 'ZIP/Carrier Route Served', 'Effective Dates', and 'Truck Length'. The table is currently empty, showing 'No Records Found' and 'Total (0 result)'. There are also options to 'Download into Excel' and 'View Printable Version'.

**This page has been intentionally left blank.**

## 6.0 Appointments

The *Appointments* section describes the processes for creating, viewing and managing appointments in FAST. It also includes the processes for requesting recurring appointments at facilities and managing recurring appointment instances. The section includes the following:

**6.1 Create New Appointment** – Describes how a user may create and submit an appointment in FAST

**6.2 Manage Existing Appointment**- Describes how a user may edit or cancel an appointment

**6.3 Create/Manage Stand-Alone Content** - Describes how a user may create a stand-alone content, associate a stand-alone content with an appointment, and manage a stand-alone content.

**6.4 Create a Drop Ship One-Time Appointment Shell** – Describes how a user may create an appointment shell.

**6.5 Drop Entry Point System (DEPS) Overview** – Gives a brief introduction to DEPS

A user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING on the **Appointments** link. The **Appointments** link takes the user to the *Appointment Management* landing page (described in module 4.0 – *Landing pages*) where the user may CLICK the **Create New Appointment** link or the **Manage Existing Appointment** link.

### 6.1 Create New Appointment

The *Create New Appointment* section consists of the different actions a user may perform to create a new appointment in FAST. A user may create appointments at any active facility but may only view and manage appointments to which they are associated. For example, a corporate user may view and manage appointments created by schedulers that are associated to the corporate user. Scheduler users may only view and manage appointments that they have created. Section 11.1 – *Security* describes what the different user types have access to view, create and modify.

Creating a new appointment requires a user to first search for availability for the desired date, volume capacity and appointment type at a specified facility. A user must associate at least one set of content information to the appointment for the appointment to be valid. Origin Entry contents can be added to a Drop Ship One-Time appointment if at least one of the contents is Drop Ship. Once the user has added all the separate sets of content information associated to the appointment, the appointment is submitted and created in the system. Users also have the ability to create drop ship One-Time appointment shells (One-Time appointments with no associated contents). Content can be added at a later time by the Scheduler or Mail Owner/Mail Preparer. The *Create New Appointment* section details the above process and is outlined below:

#### 6.1.1 Searching for Appointment Slot Availability

- Searching for All Appointment Types on a Single Date
- Searching for a Specific Appointment Type on a Span of Dates
- Searching for All Appointment Types on a Single Date – Perishables and Periodicals
- Searching for a Specific Appointment Type on a Span of Dates – Perishables and Periodicals

#### 6.1.2 Creating a New Appointment

#### 6.1.3 Adding Content Information to an Appointment

#### 6.1.4 Confirming New Appointment Creation

#### 6.1.5 Creating an Appointment for a Multi-Stop

#### 6.1.6 Multi-Stop Management



### 6.1.1 Search for Appointment Slot Availability

A facility's availability to receive a drop shipment is shown in FAST by listing the number of available 'slots' or appointments the facility may receive per hour and by displaying the remaining amount of mail volume a facility may process for the day. A user must not only select an available slot but must take into account the remaining volume available at the facility and ensure the appointment will not exceed it.

To search for an available slot for an appointment, a user must first CLICK the **Create New Appointment** link on the *Appointment Management* landing page. The user is taken to the *Appointment Slot Availability* page where they may search for available slots by specifying a facility, appointment type and date.



The fields and buttons on the *Appointment Slot Availability* page are described below. A snapshot of the page is displayed after the field description.

<i>State</i>	Drop-down box containing state options.
<i>View Cities button</i>	Retrieves all cities within the selected state that have a facility and populates the cities in the <b>City</b> drop-down box.
<i>City</i>	Drop-down box containing the cities within the specified state that have a facility.
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the <b>Facility</b> drop down box.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility.
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the <b>Facility</b> drop-down box.
<i>*Facility</i>	Drop-down box containing the facility associated to the city/state combination or NASS Code.
<i>Standard Checkbox</i>	Indicates the appointment contains Standard Mail contents.
<i>Package Services Checkbox</i>	Indicates the appointment contains Package Services Mail contents.
<i>Periodicals Checkbox</i>	Indicates the appointment contains Periodicals Mail contents.
<i>All Contents are Perishable checkbox</i>	Indicates the appointment contains only Perishable contents.
<i>*Customer Registration ID</i>	Drop-down box listing the Mailer's code and name to associate to the new appointment.
<i>*Appointment Type</i>	Drop-down box listing the different appointment types: Pallet, Speedline, Bedload, Drop and Pick, All (to indicate all appointment types).
<i>*Select Date Range</i>	Selects the date range to search for available slots for the specified appointment type and facility. Depending on the appointment type, the range may be restricted to only

	one day or up to seven days total. Both date fields default to the current date.
<b>Search button</b>	Retrieves the available appointment slots based on the entered criteria.

The *Appointment Slot Availability* page is displayed below.



To view a facility's availability for a drop shipment, the user must first search for the facility, which is then populated in the **Facility** drop-down box. Perform the following steps to search for a facility:

*To Search for a Facility by State and City:*

1. SELECT a **State** from the drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button, populating the facility in the **Facility** drop-down

To Search for a Facility by NASS Code:

1. ENTER the three to five character NASS Code in the **NASS Code** textbox
2. CLICK the **Search** button, populating the facility in the **Facility** drop-down

**Formatted:** Indent: Left: 0.95",  
 First line: 0.05", Numbered + Level:  
 1 + Numbering Style: 1, 2, 3, ... +  
 Start at: 1 + Alignment: Left +  
 Aligned at: 1" + Tab after: 0.85" +  
 Indent at: 1.3", Tabs: Not at 0.85"

Perform the following steps to view the facility's availability for a drop shipment:

1. SELECT the facility in the **Facility** drop-down
2. SELECT a Mail Class checkbox (es)
3. CHECK the **All Contents are Perishable** checkbox if the appointment contains only perishable contents
4. SELECT the **Customer Registration ID** from the drop-down
5. SELECT the **Appointment Type** from the drop-down
6. ENTER the **Date Range**
7. CLICK the **Search** button

The *Appointment Slot Availability Results* page opens. The results pages display the available slots and remaining volume capacity available for the given facility, appointment type, date range and scheduler.

When a user selects either only Periodicals or the **All Contents are Perishables** checkbox, the remaining volume is not displayed because volume availability is not affected by contents that are perishable or Periodicals. Appointment slot availability is shown for all hours a facility is open and staffed.

Depending on the search criteria entered, there are four possible results pages:

- All Appointment Types on a Single Date - Displays four tables containing appointment slots organized by appointment type and a table displaying remaining volume available by mail shape
- Specific Appointment Type on a Span of Dates – Displays the available slots table for the specified appointment type and the remaining volume table arranged by dates within the date range
- All Appointment Types on a Single Date - All contents are Perishable check box or Periodicals Mail Class checkbox – Displays four tables containing general availability per hour by appointment type
- Specific Appointment Type on a Span of Dates - All contents are Perishable check box or Periodicals Mail Class checkbox - Displays a general availability table for the specified appointment type arranged by dates within the date range

The page descriptions for each result page are detailed below:




**Appointment Slot Availability Results (All Appointment Types on a Single Date) page**

The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment Slots Available by Type tables</i>	A table for each appointment type displaying the number of available slots per hour of the day.
<i>Hour row</i>	Displays each hour of the day in military time.

Slots row	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process.
Remaining Volume Available table	Displays the remaining volume available at the facility for the specified day per mail shape.
Cancel button	Displays the <i>Appointments Landing</i> page.

The *Appointment Slot Availability Results (All Appointment Types on a Single Date)* page is displayed below.


[Home](#) | [Sign Out](#)


---

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Appointment Slot Availability

[Return to Previous Screen](#)

**Selected Criteria**

Scheduler ID: A10001  
Scheduler Name: Scheduler 1  
Facility Name: DENVER  
NASS Code: 11002  
Appointment Type: All  
Selected Date: 11/12/2004 - 11/12/2004

Appointment Slots (Trips) Available by Type:  
Note: Cells without contents mean that no slots are available.

**Pallet**  
1 result

Hour	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Slots											<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>		

1 result

**Speedline**  
1 result

Hour	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Slots											<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>		

1 result

**Bedload**  
1 result

Hour	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Slots											<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>		

1 result

**Drop and Pick**  
1 result

Hour	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Slots											<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>	<a href="#">10</a>		

1 result

Remaining Volume Available:  
1 result

Mail Shape	Letters	Flats	Machinable Parcels	Non- Machinable Parcels	Irregular Parcels
Limits	11,400,000	11,400,000	11,400,000	11,400,000	11,400,000

1 result

[Cancel](#)

June 26, 2011

FAST Customer User Guide

Page 140



**Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates)**

The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment Slots Available table</i>	A table displaying the number of available slots for the appointment type for each hour for each day in the date range.
<i>Hour row</i>	Displays each hour of the day in military time.
<i>Day column</i>	Lists the days in the specified date range.
<i>Slots rows</i>	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process.
<i>Remaining Volume Available table</i>	Displays the remaining volume available at the facility for all days in the date range per mail shape.
<i>Day column</i>	Lists the days in the specified date range.
<i>Remaining Volume rows</i>	Displays the remaining available volume for each day in the date range per mail shape.
<i>Cancel button</i>	Displays the <i>Appointments Landing</i> page.

The *Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates)* page is displayed on the following page.



[Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

## Facility Access and Shipment Tracking (FAST)

### Appointment Slot Availability

[Return to Previous Screen](#)

#### Selected Criteria

**Scheduler ID:** 100164303003  
**Scheduler Name:** ESPN - NEW YORK (FAST)  
**Facility Name:** NEW YORK  
**NASS Code:** 100  
**Appointment Type:** Pallet  
**Selected Date:** 04/30/2008 - 05/03/2008

Appointment Slots (Trips) Available:

Note: Cells without contents mean that no slots are available.

4 results

Day	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23	
Wednesday 04/30/2008																			<a href="#">65</a>	<a href="#">64</a>					
Thursday 05/01/2008								<a href="#">60</a>	<a href="#">65</a>	<a href="#">70</a>	<a href="#">65</a>	<a href="#">65</a>	<a href="#">70</a>						<a href="#">65</a>	<a href="#">60</a>					
Friday 05/02/2008								<a href="#">65</a>	<a href="#">65</a>	<a href="#">70</a>	<a href="#">65</a>	<a href="#">65</a>	<a href="#">70</a>						<a href="#">65</a>	<a href="#">60</a>					
Saturday 05/03/2008								<a href="#">60</a>	<a href="#">65</a>	<a href="#">70</a>	<a href="#">65</a>	<a href="#">65</a>	<a href="#">70</a>						<a href="#">65</a>	<a href="#">60</a>					

4 results

Remaining Volume Available:

4 results

Day	Letters	Flats	Machinable Parcels	Non- Machinable Parcels	Irregular Parcels
Wednesday 04/30/2008	900,000	900,000	898,860	900,000	900,000
Thursday 05/01/2008	900,000	900,000	900,000	900,000	900,000
Friday 05/02/2008	900,000	900,000	900,000	900,000	900,000
Saturday 05/03/2008	900,000	900,000	900,000	900,000	900,000

4 results

[Cancel](#)

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**Note:**

For all result pages, the available appointment slots displayed are hyperlinks which take the user to the next page in the appointment creation process. A user must ensure there is available volume at the facility for the appointment when selecting a slot.



**Appointment Slot Availability Results (All Appointment Types on a Single Date – All contents are Perishable or Periodicals Mail Class)**

The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>All Contents are Perishable or All Contents are Periodicals</i>	Note displaying that all contents for the appointment are either perishable or Periodicals.
<i>Appointment Slots Available by Type tables</i>	A table for each appointment type displaying the available hours the facility may accept drop shipments.
<i>Hour row</i>	Displays each hour of the day in military time.
<i>Slots rows</i>	Displays an 'A' to indicate that hour is available for drop shipments of an all perishable or Periodicals appointment.
<i>Cancel button</i>	Displays the <i>Appointments Landing</i> page.

The Appointment Slot Availability Results (All Appointment Types on a Single Date - **All contents are Perishables or Periodicals**) page is displayed below.

The screenshot displays the 'Facility Access and Shipment Tracking (FAST)' interface. The main heading is 'Appointment Slot Availability – Perishables and Periodicals'. Below this, there is a 'Selected Criteria' section with the following details:

- Scheduler ID: 999999999980
- Scheduler Name: Mailer 1
- Facility Name: NEW YORK
- NAAS Code: 100
- Appointment Type: All
- Selected Date: 05/04/2008 - 05/04/2008

A note states: 'All Contents are Periodicals'. Below this, it says 'Appointment Slots (Trips) Available by Type: Note: Cells without contents mean that the facility is not open or unstaffed'. The interface shows four tables for different appointment types: Pallet, Speedline, Bedload, and Drop and Pick. Each table has a header row for 'Hour' (0-23) and a 'Slots' row with 'A' indicators for availability. A 'Cancel' button is located at the bottom of the tables.

At the bottom of the page, there is a footer with navigation links: Site Map, Contact Us, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, National & Partner Accounts. Copyright information: Copyright© 1999-2007 USPS. All Rights Reserved. No FEAR Aid EEO Data. FOIA. Logos for Postal Inspectors (Preserving the Trust) and Inspector General (Promoting Integrity) are also present.




**Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates – All contents are Perishables or Periodicals) page**

The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>All Contents are Perishable or All Contents are Periodicals</i>	Note displaying that all contents for the appointment are either perishable or Periodicals.
<i>Appointment Slots Available table</i>	A table displaying the hours the facility is available to receive drop shipments for all days in the specified date range.
<i>Hour row</i>	Displays each hour of the day in military time (0-23).
<i>Day column</i>	Lists the days in the specified date range.
<i>Slots rows</i>	Displays an 'A' to indicate that hour is available to receive an appointment of all Periodicals or all perishable contents.
<i>Cancel button</i>	Displays the <i>Appointments Landing</i> page.

The *Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates - Perishables and Periodicals)* page is displayed on the following page.



 **Note:**  
‘A’ indicates the facility is open and staffed to receive a drop shipment at the specific hour.

**6.1.2 Create a New Appointment**

From the *Appointment Slot Availability Results* page, a user **CLICKS** on an available slot hyperlink to continue the appointment creation process. After **CLICKING** a hyperlink, the user is taken to the *Create New Appointment* page for the specified scheduler, appointment type, appointment date and facility.

Appointment level information is entered on the *Create New Appointment* page.



The fields and buttons on the *Create New Appointment* page are described below. A snapshot of the page is displayed after the field description. Required fields are identified by an asterisk (\*).

* <i>Submission Method</i>	Drop-down box where the user may specify if the appointment is being created online or via the phone; This field displays as read-only and set to <b>Online</b> .
<i>Bill of Lading</i>	The bill of lading number associated to the appointment.

<i>Number</i>	
<i>Number of Pallet Positions</i>	The number of pallet positions.
<i>Vehicle ID</i>	The ID of the vehicle.
<i>Shipper Name</i>	The name of the company transporting the shipment.
<i>Multi-Stop checkbox</i>	Indicates if the appointment is the part of a multi-stop; enables linking of appointments within the system.
<i>Comments</i>	Any additional comments.
<i>Add Content Info button</i>	Displays the <i>Add Content Information</i> page.
<i>Cancel button</i>	Displays the <i>Appointments</i> landing page.

The *Create New Appointment* page is displayed below.

The screenshot shows the 'Create New Appointment' page within the 'Facility Access and Shipment Tracking (FAST)' system. The page features a blue navigation sidebar on the left with links for 'Appointments', 'Recurring Appointments', 'Facilities', 'Profiles', 'Reports', 'Resources', 'Origin Entry', 'Customer / Supplier', 'Agreements', and 'TCM'. The main content area has a header with the USPS logo and 'Home | Sign Out' links. Below the header, the page title is 'Facility Access and Shipment Tracking (FAST)'. The main heading is 'Create New Appointment'. The instructions state: 'Please enter the following information to create an appointment. Once the information has been entered, select the Add Content button to enter content summary information for each mailing in the appointment. (\* Required Fields):'. The form contains the following fields and values: Customer Registration ID: 4433047; Facility Name: NEW YORK; NASS Code: 100; Maximum Truck Length: 53 ft.; Appointment Date: 10/14/2009; Appointment Time: 12:00; Appointment Type: Bedload; Mail Class(es): Standard; Submission Method: Online (dropdown); Bill of Lading Number: (empty); Number of Pallet Positions: (empty); Vehicle/Trailer ID: (empty); Shipper Name: (empty); Multi-Stop checkbox: unchecked; Comments: (empty text area). At the bottom of the form are 'Cancel' and 'Add Content' buttons. The footer includes site navigation links, copyright information (© 2009 USPS), and logos for Postal Inspectors and the Inspector General.



To enter appointment level information and access the *Add Content Information* page, perform the following steps on the *Create New Appointment* page:

1. ENTER the **Bill of Lading Number** of the scheduled appointment
2. ENTER the **Number of Pallet Positions** of the scheduled appointment
3. ENTER the **Vehicle ID** of the scheduled vehicle for the appointment
4. ENTER the **Shipper Name** of the scheduled appointment
5. CHECK the **Multi-Stop** checkbox if this appointment is part of a multi-stop trip
6. ENTER any additional **Comments** for the appointment; product name should be entered
7. CLICK the **Add Content** button, displaying the *Add Content Information* page



**Note:**  
Multi-Stop appointments are discussed in section 6.1.5 – *Creating an Appointment for a Multi-Stop*

### 6.1.3 Add Content Information to an Appointment

The *Add Content Information* page associates content information to an appointment. At least one content information set must be created to make a valid appointment. A user may add Origin Entry contents to a drop ship One-Time appointment if at least one of the contents is drop ship. Content information describes the mail associated with each PS Form 8125, or each line of a consolidated PS Form 8125C.

A user may encounter restrictions when entering content information, depending on the mail class(es) selected on the *Appointment Slot Availability* page. Additional error messages (section 1.3.3 – *Error Messages*) will be displayed if the user tries to submit a content that violates any of the restrictions. The message describes the restriction to help the user to submit valid information.



The fields and buttons on the *Add/Edit Content Information* page are described below. A snapshot of the page is displayed after the field description.

<i>Update Content Capacity: Standard</i>	The number of expected Standard contents to be created with the appointment. It is only available if the <b>Standard</b> checkbox was checked on the Appointment Slot Availability screen.
<i>Update Content Capacity: Package Services</i>	The number of expected Package Services contents to be created with the appointment. It is only available if the <b>Package Services</b> checkbox was checked on the Appointment Slot Availability screen.
<i>Update Content Capacity: Periodicals</i>	The number of expected Periodicals contents to be created with the appointment. It is only available if the <b>Periodicals</b> checkbox was checked on the Appointment Slot Availability screen.
<i>Manage Content button</i>	Changes the number of contents associated with the current appointment.
<i>Associate Stand Alone</i>	Opens the Associate Stand Alone Content page (Available only if stand-alone contents

<i>Content button</i>	are associated to the user's Scheduler ID).
<i>The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the name partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded</i>	The total number of parcels that are bedloaded for this specific content.

<i>Parcel Count</i>	
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>eFile Number</i>	The eFile Number of the eVS content being added.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will Create specified number of duplicates of existing content to minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Add Content Information</i> page with the content duplicated the selected number of times.
<i>The description below describes the Package Services Content Grid. It is displayed when a number of expected Package Services contents are entered into the Package Services text box ,and the Manage Content button has been CLICKED</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>*Package Services Sub-Type</i>	Drop-down box listing the following options to specify package services sub-type; Parcel Select, or BPM/Library/Media (only for Package Services).
<i>Perishable checkbox</i>	Indicates if the content is perishables (only for Package Services).

<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks in the appointment for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays in the appointment for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels in the appointment for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles in the appointment for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>eFile Number</i>	The eFile Number of the eVS content being added.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Add Recurring Content Information</i> page with the content duplicated the selected number of times.
<i>The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content</i>	Clears the data fields in the content.

<i>Checkbox</i>	
<i>Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>Content Name</i>	The name of the content being created.
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>News checkbox</i>	Select the checkbox if the content is news (only for Periodicals).
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks in the appointment for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays in the appointment for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles in the appointment for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels in the appointment for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Publication Name</i>	The name of the publication to search for (only for Periodicals).
<i>USPS Publication ID</i>	The Publication ID of the publication to search for (only for Periodicals).
<i>Search button</i>	Retrieves the publication(s) associated to the search criteria and populates them in the <b>Publication</b> drop-down box (only for Periodicals).

<i>Publication</i>	Drop-down box containing publications associated with the selected publication name or publication ID search criteria (only for Periodicals).
<i>Add button</i>	Adds the selected publication to the associated publications (only for Periodicals).
<i>Associated Publications</i>	The publications associated to this specific content (only for Periodicals).
<i>Remove button</i>	Removes the selected publication from the associated publications (only for Periodicals).
<i>Destination Discount checkbox</i>	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU) (only for Periodicals). If the checkbox is checked the content will be considered drop ship otherwise the content will be considered Origin Entry. The indicator is automatically defaulted to 'checked' for all content. At least one content must be set for destination discount to be able to add Origin Entry content to a drop ship appointment.
<i>Zone-Skipping checkbox</i>	Indicates if the content is being entered for zone-skipping, rather than destination discount (only for Periodicals).
<i>Clear Contents button</i>	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected
<i>Cancel Appointment button</i>	Cancels the entire appointment creation process and redirects the user to the <i>Appointments Landing</i> page.
<i>Submit button</i>	Saves all associated contents to the appointment and creates the appointment in the system once all business rules are validated.

The *Add/Edit Content Information* page is displayed on the following page.





[Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

## Facility Access and Shipment Tracking (FAST)

### Add/Edit Content Information

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (\* Required Fields)

#### Selected Criteria

Customer Registration ID: 4433047  
 Scheduler ID: 99999999980  
 Scheduler Name: DERCORP INTERNATIONAL  
 Facility Name: BALTIMORE  
 NASS Code: 212  
 Maximum Truck Length: 53 ft.  
 Appointment Date: 02/24/2010  
 Appointment Time: 14:00  
 Appointment Type: Pallet  
 Mail Class(es): Standard

To add content information, select the number of contents to add and click "Manage Content".  
 Click the "Submit" button with only empty content to bypass content creation and create an appointment shell.  
 To associate stand-alone content, click the "Associate Stand-Alone Content" button.

#### Update Content Capacity:

Standard	Package Services	Periodicals
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<a href="#">Manage Content</a>		

[Associate Stand Alone Content >](#)

You have pending Stand-Alone Content awaiting Association

Click the "View All" button to select a Mail Preparer and Mail Owner from the drop-down box.

**Content #1**  Clear Content

Mail Class: Standard

Mail Preparer ID  [View All](#) Content Name

Mail Owner ID  [Add >](#) Associated Mail Owners  [Remove >](#)

[View All](#)

\* Mail Shape -- Select One --

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Mailable Parcels.

Count of Pallets  Sacks  Trays  Bundles  Parcels

Bedloaded  Sack Count  Tray Count  Bundle Count  Parcel Count

Destination Discount

In Home Start Date   In Home End Date

eVS Content  eFile Number

Number to Duplicate  [Duplicate >](#)

**Content #2**  Clear Content

Mail Class: Standard

Mail Preparer ID  [View All](#) Content Name

Mail Owner ID  [Add >](#) Associated Mail Owners  [Remove >](#)

[View All](#)

\* Mail Shape -- Select One --

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Mailable Parcels.

Count of Pallets  Sacks  Trays  Bundles  Parcels

Bedloaded  Sack Count  Tray Count  Bundle Count  Parcel Count

Destination Discount

In Home Start Date   In Home End Date

eVS Content  eFile Number

Number to Duplicate  [Duplicate >](#)

[Cancel](#) [Cancel Appointment](#) [Clear Contents](#) [Submit >](#)



To enter content level information and save the appointment in the system, perform the following steps on the *Add/Edit Content Information* page:

1. Select the number of contents for each mail class. (Note: The user can input data in the Update Content Capacity grid for contents that were selected on the *Create New Appointment* page)
2. CLICK the **Manage Content** button
3. SELECT the **Mail Preparer ID**
4. SELECT the **Mail Owner ID**
5. CLICK the **Add** button
6. ENTER the **Content Name**
7. SELECT the **Mail Shape** of the content
8. SELECT the **Package Services Sub-Type**, if applicable
9. CHECK the **Perishable** check box if the content is perishable
10. ENTER the number of **Pallets containing Sacks**, if applicable
11. ENTER the number of **Pallets containing Trays**, if applicable
12. ENTER the number of **Pallets containing Parcels**, if applicable
13. ENTER the number of **Pallets containing Bundles**, if applicable
14. ENTER the number of **Bedloaded Sacks**, if applicable
15. ENTER the number of **Bedloaded Trays**, if applicable
16. ENTER the number of **Bedloaded Parcels**, if applicable
17. ENTER the number of **Bedloaded Bundles**, if applicable
18. SELECT a Publication in the **Publication** drop-down box, if applicable
19. CLICK the **Add** button
20. CHECK the **Destination Discount** check box, if applicable
21. CHECK the **Zone Skipping** check box, if applicable
22. ENTER the **In Home Start Date**, if applicable
23. ENTER the **In Home End Date**, if applicable
24. CHECK **eVS Content** checkbox, if applicable
25. ENTER **eFile Number**, if applicable
26. CLICK the **Submit** button to save all contents to the appointment and create the appointment in the system



**Note:**

The **In Home Start Date** must be less than or equal to the **In Home End Date** which must be less than or equal to the appointment date

Please be aware of the following restrictions when adding content information:

- An all perishable appointment can only have a mail class of Package Services
- The mail class must be Package Services for the user to select one of the specific Package Services sub-types: Parcel Select, BPM/Library/Media Mail

After CLICKING the **Submit** button, the *Appointment Confirmation* page is displayed.

### 6.1.4 Confirm New Appointment Creation

Once a user has entered all contents for an appointment and submits the appointment in the system, the *Appointment Confirmation* page displays to confirm the appointment contains valid information and has been created in the system.



The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	Displays the ID associated to the new appointment and is a hyperlink to the <i>Appointment Management</i> page where a user may edit the appointment.
<i>Customer Registration ID</i>	ID associated with the appointment's mailer.
<i>Scheduler Name</i>	The name of the company scheduling the appointment.
<i>Facility Name</i>	The name of the facility of the appointment.
<i>Facility ID</i>	The ID associated with the facility.
<i>Appointment Date</i>	The date of the appointment.
<i>Appointment Type</i>	The selected appointment type.
<i>Content ID</i>	The ID(s) associated to the content(s) associated to the new appointment.
<i>Bill of Lading</i>	The Bill of Lading number associated to the appointment.
<i>Total Number of Pallets</i>	The number of pallets in the appointment.

The *Appointment Confirmation* page is displayed on the following page.

The screenshot shows the FAST user interface. At the top left is the United States Postal Service logo. The top right has links for 'Home' and 'Sign Out'. Below the logo is a navigation menu with categories like 'Appointments', 'Recurring Appointments', 'Facilities', 'Resources', and 'Customer / Supplier Agreements'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and contains an 'Appointment Confirmation' section. This section includes a note about email notifications and a list of appointment details such as Appointment ID, Customer Registration ID, Scheduler Name, Facility Name, NASS Code, Appointment Date, Appointment Time, Content ID, Bill of Lading Number, Vehicle ID, Total Number of Pallets, and Total Number of Bedloaded Units. A '< Return to Home' button is located at the bottom of the confirmation box. At the bottom of the page, there is a footer with site map, customer service, forms, gov't services, careers, privacy policy, terms of use, business customer gateway, and copyright information for 2009 USPS.



**Note:**

A volume validation is executed upon submission of the appointment. If the contents submitted exceed the available volume, an error message (described in section 1.3.3 - Error Messages) displays stating that the volume is no longer available. In addition, upon submitting the appointment, if the trip slot is no longer available, the user will be directed to select a new trip slot without losing any of the content information.

**6.1.5 Create an Appointment for a Multi-Stop**

A user may create an appointment for a new multi-stop trip for any active facility within FAST. A user may also create an appointment in an existing multi-stop trip by searching for the multi-stop and adding a new appointment to it.

This section describes the above processes and includes:

- 6.1.5.1 – Creating an Appointment for a New Multi-Stop
- 6.1.5.2 – Creating an Appointment for an Existing Multi-Stop

### 6.1.5.1 Creating an Appointment for a New Multi-Stop

The process to create an appointment for a new multi-stop trip is similar to the process in section 6.1.2 - *Creating a New Appointment*. A user may also add the subsequent appointments in the multi-stop trip, ensuring the total time from the first stop to the last stop in a multi-stop trip is not more than 24 hours.



The user begins at the *Appointment Slot Availability* page to select a date with an available slot and volume for the specified facility. The user is taken to the *Create New Appointment* page where the user enters in the appointment level information. To indicate this appointment is part of a multi-stop, the user CHECKS the **Multi-Stop** checkbox which says: 'Please check here if this appointment is part of Multi-Stop'.

Please reference section 6.1.2 - *Creating a New Appointment* to view the fields and buttons description of the *Create New Appointment* page. The page is displayed below.

**UNITED STATES POSTAL SERVICE®** Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Create New Appointment

Please enter the following information to create an appointment. Once the information has been entered, select the Add Content button to enter content summary information for each mailing in the appointment. (\* Required Fields):

Customer Registration ID: 4433047  
 Facility Name: NEW YORK  
 NASS Code: 100  
 Maximum Truck Length: 53 ft.  
 Appointment Date: 10/14/2009  
 Appointment Time: 12:00  
 Appointment Type: Bedload  
 Mail Class(es): Standard

\* Submission Method:

Bill of Lading Number:

Number of Pallet Positions:

Vehicle/Trailer ID:

Shipper Name:

Please check here if this appointment is part of a Multi-Stop

Comments:

Site Map | Customer Service | Forms | Gov't Services | Careers | Privacy Policy | Terms of Use | Business Customer Gateway

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After checking the **Multi-Stop** checkbox, CLICK the **Add Content** button to continue the appointment creation process. The user is taken to the same *Add Content Information* page displayed in section 6.1.2 – *Creating a New Appointment*. The user enters content information required for the appointment. Any restrictions on content information found for single stop appointments also apply to multi-stop appointments. An additional restriction for multi-stop appointments is that the appointment may not be of type Drop and Pick.

After submitting all contents and the multi-stop appointment request, the *Appointment Confirmation* page is displayed. The multi-stop *Appointment Confirmation* page displays a multi-stop ID that is created for the multi-stop trip and a button that enables a user to add additional appointments to the multi-stop.



The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID hyperlink</i>	Displays the ID associated to the new appointment and is a hyperlink to the <i>Appointment Management</i> page where a user may edit the appointment.
<i>Customer Registration ID</i>	ID associated with the appointment's mailer.
<i>Scheduler Name</i>	The name of the scheduler of the appointment.
<i>Facility Name</i>	The name of the facility of the appointment.
<i>NASS Code</i>	The three to five character NASS Code associated with the facility.
<i>Appointment Date</i>	The scheduled date of the appointment.
<i>Appointment Type</i>	The selected appointment type.
<i>Content ID</i>	The ID(s) associated to the content(s) associated to the new appointment.
<i>Bill of Lading Number</i>	The Bill of Lading number associated to all appointments on the multi-stop.
<i>Total Number of Pallets</i>	The total number of pallets for the appointment.
<i>Total Number of Bedloaded Units</i>	The total number of bedloaded units for the appointment.
<i>Multi-Stop ID</i>	The ID associated to the multi-stop trip the appointment is a part of; only displays when the appointment is part of a multi-stop.
<i>Add Additional Appointment to Multi-Stop button</i>	Takes the user to <i>Appointment Slot Availability</i> search page to select another appointment add to the multi-stop; only displays when the appointment is part of a multi-stop.

Return to Home button	Takes the user to the <i>Appointment Search</i> page.
-----------------------	---

The *Appointment Confirmation* page is displayed below.

The screenshot displays the 'Appointment Confirmation' page within the 'Facility Access and Shipment Tracking (FAST)' application. The page features a blue navigation sidebar on the left with links for 'Appointments', 'Recurring Appointments', and 'TEM'. The main content area is titled 'Appointment Confirmation' and contains the following information:

- Your appointment has been successfully created. Below is a summary of the appointment information for your records. To edit this appointment, click the Appointment ID link to access the Appointment Management page.
- Note: An email notification has been sent to associated customers, if applicable.
- Appointment ID: [900008624](#)
- Customer Registration ID: 4433047
- Scheduler Name: FAST ALSO
- Facility Name: NEW YORK
- NASS Code: 100
- Appointment Date: 10/14/2009
- Appointment Time: 17:00
- Content ID: 900011597
- Bill of Lading Number:
- Vehicle ID:
- Total Number of Pallets: 1
- Total Number of Bedloaded Units: 0
- Multi-Stop ID: [900000052](#)

At the bottom of the main content area, there are two buttons: 'Add Additional Appointment to Multi-stop' and '< Return to Home'.

The footer of the page includes links for Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway. It also contains copyright information for 2009 USPS and logos for Postal Inspectors and the Inspector General.



A user may add an additional appointment to this multi-stop appointment by **CLICKING** the **Add Additional Appointment to Multi-Stop** button. The user is taken to the *Appointment Slot Availability* search page to add another appointment to the multi-stop, as described in this section.

To add an appointment to an already existing multi-stop, the user performs a slightly different process, described in the following section – *Creating an Appointment for an Existing Multi-Stop*.

### 6.1.5.2 Create an Appointment for an Existing Multi-Stop

A user may add appointments to an existing multi-stop trip if the user is associated to the trip. The user searches for the existing multi-stop and then creates a new appointment and adds it to the multi-stop. A user begins the process by CLICKING the **Appointments** link on the *FAST Main Menu* page. The user is taken to the *Appointment Management* landing page where they may CLICK the **Manage Existing Appointment** link to search for an existing multi-stop trip. Section 6.2 – *Manage Existing Appointments* describes in more detail the functions related to managing appointments.

The **Manage Existing Appointment** link displays the *Search Existing Appointment Information* page. From this page a user may search for a multi-stop trip by either the multi-stop ID or the scheduler ID. A user may also search for appointments through this same page. Please reference section 6.2.1 – *Appointment Search* for a detailed description of appointment search options and processes.

Once a user searches for the existing multi-stop by either of the two ways, the user is redirected to the *Multi-Stop Management* page where they may add a new appointment to the multi-stop. A user may perform a number of other functions from the *Multi-Stop Management* page which are described in section 6.1.6 – *Multi-Stop Management*. This section details how to search for a multi-stop by the multi-stop ID, how to search for a multi-stop by the scheduler ID and create and add an appointment to the multi-stop.

#### **Search for an Existing Multi-Stop by the Multi-Stop ID**

When a user knows the ID of the specific multi-stop they wish to add an appointment to, they may search directly by the multi-stop ID.



After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons of the page are described below. A snapshot of the page is displayed after the field description.

*Search for:	Drop-down box to select to search for an appointment or a multi-stop.
Submit button	Refreshes the page and displays a <b>Search by</b> button.
Search button	Searches the database for the entered search criteria and displays either the <i>Multi-Stop Management</i> page or <i>Appointment Management</i> page only when all required fields have been entered.
Cancel button	Displays the <i>Appointment Management</i> landing page.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.





To search for a multi-stop by the multi-stop ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop in the **Search for** drop-down box
2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

*Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID when searching for a multi-stop, or to search by appointment ID or scheduler ID when searching for an appointment.
Submit button	Refreshes the page and displays a multi-stop ID input box, appointment ID input box or a scheduler ID drop-down box with a facility search section to select a scheduler and facility for an existing multi-stop or appointment.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.



Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop ID in the **Search by** drop-down box
2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page refreshes with an additional field, described below.

*Multi-Stop ID	Input box to enter the ID associated to the multi-stop.
----------------	---

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page is displayed on the following page.



Perform the following final steps on the *Search Existing Appointment Information* page to view the *Multi-Stop Management* page for the specified multi-stop ID:

1. ENTER the multi-stop ID in the **Multi-Stop ID** input box
2. CLICK the **Search** button to display the *Multi-Stop Management* page for the multi-stop ID



**Note:**

A user may perform several different actions from the Multi-Stop Management page, please reference section 6.4.4 – *Multi-Stop*

**Search for a Multi-Stop by the Customer Registration ID**

Searching for a multi-stop by the customer registration ID displays a different *Search Existing Appointment Information* page than when searching by the multi-stop ID. This search option may retrieve several multi-stops that fall within the specified search criteria and displays them in a summary table. Each multi-stop ID is a hyperlink to the *Multi-Stop Management* page for the ID.



After CLICKING the **Manage Existing Appointment** link on the *Appointment Management* page, the *Search Existing Appointment Information* page displays. The initial fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

*Search for:	Drop-down listing the options a user may search for: Appointment, Multi-Stop.
Submit button	Displays the <b>Search by:</b> drop down box that contains search options based on the <b>Search for</b> selection.
Search button	Searches the database for the entered search criteria and displays either the <i>Multi-Stop Management</i> page or <i>Appointment Management</i> page (depending on the search criteria) only after all required fields have been entered.
Cancel button	Displays the <i>Appointment Management</i> landing page.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed below.



To search for a multi-stop by the scheduler or customer registration ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop in the **Search for** drop-down box
2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

*Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID or customer registration ID when searching for a multi-stop, or to search by appointment ID or scheduler ID or customer registration ID when searching for an appointment.
Submit button	Displays the <b>Scheduler ID</b> drop-down box, date range input boxes and facility search fields and buttons.

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed below.



To search by the Customer Registration ID, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Customer Registration ID in the **Search by** drop-down box
2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page refreshes with the following additional fields, described below.

*Customer Registration ID	Drop-down box listing mailer names and IDs from which to select.
---------------------------	--

<i>*Select Date Range</i>	Enter date range for which you wish to see occurrences of multi-stop appointments.
<i>*State</i>	Drop-down box listing all state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities with postal facilities in the <b>City</b> drop-down box.
<i>City</i>	Drop-down box listing cities with postal facilities within the selected state.
<i>Search button</i>	Retrieves all facilities within the selected city and state and populates them in the <b>Facility</b> drop-down box.
<i>NASS Code</i>	The three to five character NASS Code of the facility.
<i>Search button</i>	Retrieves the facility associated with the entered NASS Code and populates it in the <b>Facility</b> drop-down box.
<i>Facility</i>	Drop-down box containing the facility associated with either the State/City pair or the NASS Code or the <b>All Facilities</b> option.
<i>Search button</i>	Retrieves all multi-stop trips that are for the specified scheduler, date range and facility and populates them in a Multi-Stop Summary table at the bottom of the page.
<i>Cancel button</i>	Displays the <i>Appointments Landing</i> page.

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed on the following page.



To view all multi-stops for the specified criteria, perform the following final steps on the *Search Existing Appointment Information* page:

1. SELECT the mailer to search for associated multi-stops in the **Customer Registration ID** drop-down box
2. SELECT the time frame within which to look for multi-stops in the **Select Date** Range textboxes
3. SELECT a facility from the **Facility** drop-down box by searching for the facility by one of the following two ways:

*To Search for a Facility by State and City:*

1. SELECT a state from the **State** drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button

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To Search for a Facility by NASS Code:

1. ENTER the three to five character NASS Code in the **NASS Code** textbox
2. CLICK the **Search** button
  
4. SELECT the facility in the **Facility** drop down box, or SELECT the **All Facilities** option
5. CLICK the **Search** button, refreshing the page and displaying the Multi-Stop Summary table



The *Search Existing Appointment Information* page displays with a Multi-Stop Summary table below the search fields and buttons. The new fields and buttons are described below.

<i>Multi-Stop Summary section</i>	Lists the multi-stops and related information that fall within the specified search criteria.
<i>Multi-Stop ID hyperlink column</i>	Lists the IDs of all multi-stops that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the <i>Multi-Stop Management</i> page for the multi-stop.
<i>1<sup>st</sup> Appt ID column</i>	Lists the ID of the first appointment in the multi-stop.
<i>Date column</i>	Lists the date of the first appointment in the multi-stop.
<i>Time column</i>	Lists the time of the first appointment in the multi-stop.
<i>NASS Code column</i>	Lists the three to five character NASS Code of the facility for the first appointment in the multi-stop.
<i>Facility Name column</i>	Lists the name of the facility for the first appointment in the multi-stop.

The *Search Existing Appointment Information* page is displayed on the following page.



The screenshot displays the 'Facility Access and Shipment Tracking (FAST)' web application. The left sidebar contains navigation links for 'Appointments', 'Recurring Appointments', 'Facilities', 'Reports', 'Resources', 'Origin Entry', 'Customer / Supplier', and 'Agreements'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and contains a 'Search Existing Appointment Information' section. This section includes instructions on how to search for a facility and a form with the following fields: 'Search for:' (Multi-Stop), 'Search by:' (Scheduler ID), 'Scheduler ID:' (FAST ALSO - 200026125001), 'Select Date Range:' (10/14/2009 to 10/14/2009), 'State:' (NY), 'City:' (All Cities), and 'Facility:' (100 - NEW YORK). Below the search form is a 'Multi-Stop Summary' section with a table of results.

Multi-Stop ID	1st Appf ID	Date	Time	NASS Code	Facility Name
900000052	900008624	10/14/2009	17:00	100	NEW YORK

**Create and Add a New Appointment to the Multi-Stop**



After searching for a multi-stop by either the multi-stop ID or the scheduler ID, the user is taken to the *Multi-Stop Management* page. From this page, a user has the ability to add an additional appointment to the existing multi-stop. The *Multi-Stop Management* page lists the appointments that are already included in the multi-stop. The fields and buttons of the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

<i>Multi-Stop ID</i>	Displays the ID associated to the multi-stop trip.
<i>Results table</i>	Displays all appointment IDs and related information that are included in the multi-stop.
<i>Appointment ID hyperlink</i>	Displays the appointment ID of the associated appointment, and is a hyperlink which displays the <i>Appointment Management</i> page for the selected appointment.

<i>Remove hyperlink</i>	Refreshes the page, displaying a note beneath the table stating that the selected appointment has been removed from the multi-stop but still exists as a stand-alone appointment.
<i>Date column</i>	Lists the dates of each appointment in the multi-stop.
<i>Time column</i>	Lists the time of each appointment in the multi-stop.
<i>NASS Code column</i>	Lists the three to five character NASS Code associated with the facility for each appointment in the multi-stop.
<i>Facility Name column</i>	Lists the name of the facility for each appointment in the multi-stop.
<i>Add Additional Appointment to Multi-Stop button</i>	Displays the <i>Appointment Slot Availability Search</i> page where the user begins the process to create a new appointment.
<i>Cancel Multi-Stop button</i>	Displays the <i>Confirm Cancel Multi-Stop</i> page where a user may confirm cancellation of the multi-stop and its associated appointments.
<i>Cancel button</i>	Displays the <i>Search Existing Appointment Information</i> page.

The *Multi-Stop Management* page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. On the left is a navigation menu with categories like 'Appointments', 'Recurring Appointments', 'Facilities', 'Profiles', 'Reports', 'Resources', and 'Customer / Supplier Agreements'. The main content area is titled 'Multi-Stop Management' and contains instructions on how to manage appointments. A table displays one appointment with the following details:

Appointment ID	Date	Time	NASS Code	Facility Name
900008624 remove	10/14/2009	17:00	100	NEW YORK

Below the table, there are three buttons: 'Add Additional Appointment to Multi-stop', 'Cancel Multi-stop', and 'Cancel'.



CLICK the **Add Additional Appointment to Multi-Stop** button, which displays the *Appointment Slot Availability* page with the existing appointments associated with the Multi-Stop. From this page, the user follows the same process as described in this section to create a new appointment and add it to the multi-stop trip.



**Note:**

The time difference between the first appointment's arrival date and the last appointment's arrival date in the multi-stop cannot be greater than 24 hours.

### 6.1.6 Multi-Stop Management

After a user searches for a multi-stop by either the multi-stop ID or the scheduler ID (described in section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop*), they are directed to the *Multi-Stop Management* page for the selected multi-stop. From the *Multi-Stop Management* page, a user has the ability to:

- Add appointments to a multi-stop
- Remove appointments from a multi-stop
- Edit appointment information
- Cancel a multi-stop

The *Multi-Stop Management* section gives a brief description of the above processes, but details the steps and screens accessed when a user cancels a multi-stop.



All of the above actions may be accessed from the *Multi-Stop Management* page. The fields and buttons on the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

<i>Multi-Stop ID</i>	The ID associated to the multi-stop.
<i>Appointment ID column</i>	Lists the IDs of each appointment associated with the multi-stop, with each ID being a hyperlink to the <i>Appointment Management</i> page for the appointment.
<i>Remove hyperlink</i>	Removes the appointment from the multi-stop and refreshes the multi-stop page, noting that the appointment has been removed from the multi-stop but still exists as a standalone appointment.
<i>Date column</i>	Lists the date of each appointment in the multi-stop.
<i>Time column</i>	Lists the time of each appointment in the multi-stop.
<i>NASS Code column</i>	Lists the three to five character NASS Code of each appointment's facility in the multi-stop.
<i>Facility Name column</i>	Lists the name of the facility for each appointment in the multi-stop.
<i>Add Additional Appointment to Multi-Stop button</i>	Displays the <i>Appointment Slot Availability</i> page for the user to create a new appointment.

Cancel Multi-Stop button	Displays the <i>Confirm Cancel Multi-Stop</i> page.
Cancel button	Displays the <i>Search for Existing Appointment</i> page without saving any changes.

The *Multi-Stop Management* page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. The main content area is titled 'Multi-Stop Management' and contains the following text: 'To remove an individual appointment from this multi-stop, click Remove underneath the appropriate appointment. If you would like to add another appointment to this multi-stop, click Add Additional Appointment to Multi-Stop. To cancel this Multi-Stop, click Cancel Multi-Stop. To navigate back to Search for Existing Appointments, click Cancel.' Below this text, it displays 'Multi-Stop ID: 900000052' and '1 result'. A table lists the appointment details:

Appointment ID	Date	Time	NASS Code	Facility Name
900008624 <a href="#">remove</a>	10/14/2009	17:00	100	NEW YORK

Below the table, there are three buttons: 'Add Additional Appointment to Multi-stop', 'Cancel Multi-stop', and 'Cancel'. The footer of the page includes links for Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway, along with copyright information and logos for Postal Inspectors and the Inspector General.

### Add Appointments to a Multi-Stop



A user may add a new appointment to an existing multi-stop from the *Multi-Stop Management* page by CLICKING the **Add Additional Appointment to Multi-Stop** button. Please reference section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop* for the steps and actions needed to add an appointment to a multi-stop.

### Remove an Appointment from a Multi-Stop

A user may remove an appointment from a multi-stop directly from the *Multi-Stop Management* page.



To remove an appointment from a multi-stop, CLICK the **Remove** hyperlink beneath the appointment to be removed.

The *Multi-Stop Management* page refreshes and displays the summary table without the selected appointment ID. A note displays stating the appointment has been removed from the multi-stop but the appointment still exists in the system as a standalone appointment.

**Edit Appointment Information**


A user may edit the appointment information for an appointment within a multi-stop by accessing the *Appointment Management* page. A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper ID
- Comments regarding the appointment



To edit the appointment information, CLICK the **Appointment ID** hyperlink for the specific appointment. The *Appointment Management* page is displayed. CLICK in the desired textbox of the above options and replace the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page. A user may modify the appointment slot information – as described in section 6.2.2 – *Appointment Management*.

From the *Appointment Management* page, a user may also manage the content information for the individual appointment, which is detailed in section 6.2.3 - *Content Information Management*.



NOTE: If a user changes Bill of Lading Number, Vehicle ID, and/or Shipper ID, the fields will change for all associated appointments on the Multi-Stop appointment.

**Cancel a Multi-Stop**

The following section details the process and pages to cancel a multi-stop through the FAST application. Canceling a multi-stop cancels all appointments associated with the multi-stop and all contents that are associated to each appointment. Depending on the appointment type and content type, canceling an appointment redistributes the appointment slot back to the tier it was pulled from and redistributes the appointment volume back to the facility it was pulled from when creating the individual appointments.



A user begins to cancel a multi-stop from the *Multi-Stop Management* page by CLICKING the **Cancel Multi-Stop** button. The *Confirm Cancel Multi-Stop* page displays. The page displays the Multi-Stop ID and all associated appointment IDs.

The fields and buttons on the *Confirm Cancel Multi-Stop* page are described below. A snapshot of the page is displayed after the field description.

<i>Multi-Stop ID</i>	The ID associated to the multi-stop.
<i>Associated Appointments:</i>	Lists each appointment in the multi-stop and their associated information, contains the below fields for each appointment in the multi-stop.

<i>Appointment ID</i>	The ID associated to the appointment.
<i>Scheduler Name</i>	The name of the scheduler associated to the appointment.
<i>Customer Registration ID</i>	The ID associated to the appointment's mailer.
<i>Facility Name</i>	The name of the facility.
<i>Facility ID</i>	The ID associated to the appointment's facility.
<i>Appointment Date</i>	The scheduled arrival date of the appointment.
<i>Appointment Time</i>	The scheduled arrival time of the appointment.
<i>Content ID</i>	The ID(s) of each content associated to the appointment.
<i>Yes button</i>	Cancels the multi-stop and all associated appointments and displays the <i>Cancel Multi-Stop Confirmation</i> page.
<i>No button</i>	Does not cancel the multi-stop and displays the <i>Multi-Stop Management</i> page.

The *Confirm Multi-Stop Cancellation* page is displayed on the following page.



[Appointments](#)  
[Create New Appointment](#)  
▶ [Manage Existing Appointment](#)  
[Manage Closeout Information](#)

[Facilities](#)  
[Profiles](#)  
[Reports](#)  
[Resources](#)  
[Origin Entry](#)  
[Customer / Supplier Agreements](#)  
[TEM](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Confirm Cancel Multi-Stop

Are you sure you would like to cancel the following multi-stop? Please note that cancelling a multi-stop will also cancel its associated appointments and contents.

Multi-Stop ID: 900000022

#### Associated Appointments:

---

Appointment ID: 900000024  
Customer Registration ID: 111111120  
Scheduler Name: Mailer 6  
Facility Name: BOWLING GREEN  
Facility ID: 41223  
Appointment Date: 11/10/2004  
Appointment Time: 10:00  
Content ID: 900000024

---

Appointment ID: 900000026  
Customer Registration ID: 111111119  
Scheduler Name: Mailer 5  
Facility Name: LOUISVILLE  
Facility ID: 41229  
Appointment Date: 11/10/2004  
Appointment Time: 16:00  
Content ID: 900000026

---

Appointment ID: 900000025  
Customer Registration ID: 111111120  
Scheduler Name: Mailer 6  
Facility Name: ASHLAND  
Facility ID: 41222  
Appointment Date: 11/10/2004  
Appointment Time: 12:00  
Content ID: 900000025

The multi-stop is not officially cancelled until the user confirms the cancellation from the above page.



To cancel the multi-stop and its associated appointments, CLICK the **Yes** button. The *Cancel Multi-Stop Confirmation* page displays. A cancellation number is generated for each appointment in the multi-stop.

The fields and buttons on the *Cancel Multi-Stop Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Multi-Stop ID</i>	The ID associated to the multi-stop.
<i>Associated Appointments sections</i>	Displays the following fields for each appointment within the multi-stop.
<i>Cancellation Number</i>	The confirmation number for the cancelled appointment.
<i>Appointment ID</i>	The ID associated to the appointment.
<i>Scheduler Name</i>	The name of the scheduler associated to the appointment
<i>Customer Registration ID</i>	The ID associated to the appointment's mailer.
<i>Facility Name</i>	The name of the facility for the appointment.
<i>Facility ID</i>	The ID associated to the appointment's facility.
<i>Appointment Date</i>	The scheduled arrival date of the appointment.
<i>Appointment Time</i>	The scheduled arrival time of the appointment.
<i>Content ID</i>	The ID(s) of each content associated to the appointment.

The *Cancel Multi-Stop Confirmation* page looks identical to the *Confirm Multi-Stop Cancellation* page with the additional field(s) of the **Cancellation Number**.



## 6.2 Joint Scheduling

Joint scheduling provides various mailing industry entities with the capability to work together to provide USPS with accurate and complete appointment data when multiple parties prepare and transport drop shipments. Joint scheduling allows the transportation agent to be responsible for appointment logistics information while Mail Owners and Mail Preparers are responsible for mail content information. This is especially useful for consolidators and freight companies that manage logistics but are often unaware of the specifics of the mailing content.

The three unique joint scheduling roles have been identified as follows:

- Scheduler – User in charge of planning the trailer load and date/time of arrival at specific USPS facility
- Mail owner – User who owns the mail content
- Mail Preparer – User in charge of preparing the mail for Mail Owners



**Note:**

A mailer may play multiple roles in the joint scheduling process and each role may have slight variations to what is stated above.

Joint scheduling allows information on appointment logistics and content information to be broken into separate data sets for entry into FAST. The appointment logistics piece of an appointment is called an appointment shell, and the content information piece of an appointment is called a content. Stand-Alone content can be created separately from the appointment shell and then be associated to the appointment at a later time.

If a mail owner or mail preparer uses a 3<sup>rd</sup> party for transporting mail to the USPS, they can create the content of the mailing and assign it to the Scheduler via the Stand-Alone content creation process. Once the content is created, the Scheduler will receive notification to schedule an appointment for the new content. The Scheduler can then associate the content to an existing appointment or schedule a new appointment.

Joint scheduling benefits USPS, Schedulers, mail owners and mail preparers greatly. These benefits are as follows:

- Scheduler benefits
  - Ability to focus on transportation and logistics
  - More accurate content which leads to a better rating
  - More appointment availability due to reduction of multiple appointment numbers assigned to one trailer
- Mail Owner/Mail Preparer benefits:
  - Greater control of content information
  - Visibility into the content and appointment for induction of their mailings
  - No need to schedule appointments
- USPS benefits
  - More accurate advanced notification information

Reduction of multiple appointment numbers assigned to one trailer



**Notes:**

- Shell appointments for Standard Mail or Package Services must have at least one content associated 24 hours prior to the appointment time or the shell will be cancelled.
- Periodicals shells appointments must have a content associated at least one hour prior.
- One-Time appointment shells may be created via the FAST Online application and Web Services messaging.

## 6.3 Manage Existing Appointments

From the *Appointments* landing page, a user may CLICK the **Manage Existing Appointment** link to access the appointment management area of the FAST application. A user may manage appointment information by editing appointment level information, editing content level information, adding content information, canceling content information, and canceling appointments. A user may modify appointment information created via Web Services. A user may view without editing closeout and unscheduled arrival information as well.

A user may modify and cancel multi-stop appointments as well as single stop appointments

The *Managing Existing Appointments* section includes:

- 6.3.1 Appointment Search
- 6.3.2 Appointment Management
- 6.3.3 Content Information Management
- 6.3.4 Web Services Appointment Management

### 6.3.1 Appointment Search

A user has the option to search for an appointment by either the appointment ID or by the scheduler ID. The resulting search page, *Search Existing Appointment Information*, may appear two different ways depending on how the user searches for the appointment.

One search option, searching for an appointment by the appointment ID, displays a page similar to the multi-stop search page displayed in section 6.1.5.2 – *Create an Appointment for an Existing Multi-Stop*. The user may enter a specific appointment ID which takes the user to the *Appointment Management* page for the appointment ID.

The second option, searching for an appointment by the scheduler ID, displays a different *Search Existing Appointment Information* page. This search option may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each appointment is a hyperlink to the *Appointment Management* page for the appointment ID.

#### **Search for an Appointment by the Appointment ID**



After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons are described below. A snapshot of the page is displayed after the field description.

*Search for:	Drop-down box to select to search for an appointment or a multi-stop.
Submit button	Refreshes the page and displays a <b>Search by</b> button.
Cancel button	Displays the <i>Appointment Management</i> landing page.
Search button	Searches the database for the entered search criteria and displays either the <i>Multi-Stop Management</i> page or <i>Appointment Management</i> page only after all required fields have been entered.

The *Search Existing Appointment Information (Search for appointment)* page is displayed below.



To search for an appointment by the appointment ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box
2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for appointment)* page refreshes with additional fields, described below.

*Search by:	Drop-down box listing what a user may search by: Appointment ID, Scheduler ID, Multi-Stop ID.
Submit button	Displays the Appointment ID textbox for the user to enter a specific appointment ID.

The *Search Existing Appointment Information (Search for appointment by appointment ID)* page is displayed below.



Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment ID in the **Search by** drop-down box
2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for appointment by appointment ID)* page refreshes with an additional field, described below.

*Appointment ID	Input box to enter the specific appointment ID.
-----------------	---

The *Search Existing Appointment Information (Search for appointment by appointment ID)* page is displayed on the following page.



To view the *Appointment Management* page for the specified appointment ID, perform the following final steps on the *Search Existing Appointment Information* page:

1. ENTER the appointment ID in the **Appointment ID** input box
2. CLICK the **Search** button, displaying the *Appointment Management* page

For more on appointment management, please reference section 6.2.2 – *Appointment Management*.

### **Search for an Appointment by the Customer Registration ID**



The second search option, searching for an appointment by the Customer Registration ID, displays a different *Search Existing Appointment Information* page. After selecting *Appointment* from the **Search for** menu and clicking **Submit**, the user selects *Customer Registration ID* from the **Search by** menu and CLICKS **Submit**, displaying the *Search Existing Appointment Information* page with the below fields and buttons.

*Search for:	Drop-down box listing the options a user may search for: Appointment, Multi-Stop
Submit button	Displays the <b>Search by:</b> drop down box that contains search options based on the search for selection

<i>*Search by:</i>	Drop-down box listing what a user may search by: Customer Registration ID, Publication ID, or Appointment ID
<i>Submit button</i>	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons
<i>*Customer Registration ID</i>	Drop-down box listing mailer names and IDs to select from
<i>*Select Date Range</i>	Enter date range for which you wish to see occurrences of appointments
<i>*State</i>	Drop-down box listing all state options
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state
<i>Search button</i>	Retrieves all facilities within the selected city and state and populates them in the <b>Facility</b> drop-down box
<i>NASS Code</i>	The three to five character NASS Code of the facility
<i>Search button</i>	Retrieves the facility associated with the entered NASS Code and populates it in the <b>Facility</b> drop-down box
<i>*Facility</i>	Drop-down box containing the facility associated with either the State/City pair or the NASS Code
<i>Search button</i>	Retrieves all appointments that are for the specified scheduler, date range and facility and populates them in an Appointment Summary table at the bottom of the page

The *Search Existing Appointment Information* page when searching for an appointment by the scheduler ID is displayed on the following page.



To search for and view all appointments for the specified criteria, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box
2. CLICK the **Submit** button
3. SELECT Customer Registration ID in the **Search by** drop-down box
4. CLICK the **Submit** button
5. SELECT the mailer to search for appointments for in the **Customer Registration ID** drop-down box
6. SELECT the time frame to search within in the **Select Date** Range textboxes
7. SEARCH for a facility by one of the following two ways:

*TO SEARCH FOR A FACILITY BY STATE/CITY:*

- a.** SELECT a state from the **State** drop-down box
- b.** CLICK the **View Cities** button
- c.** SELECT a city from the **City** drop-down box
- d.** CLICK the **Search** button, populating the **Facility** drop-down box

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*TO SEARCH FOR A FACILITY BY THE NASS Code:*


- a. ENTER the three to five character NASS Code in the **NASS Code** textbox
  - b. CLICK the **Search** button, populating the **Facility** drop-down box
8. SELECT a facility from the **Facility** drop-down box
  9. CLICK the **Search** button, refreshing the page and displaying the Appointment Summary table

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The *Search Existing Appointment Information* page displays with an Appointment Summary table below the search fields and buttons. The new fields and buttons are described below.

<i>Appointment Summary section</i>	Lists the appointments and their related information that fall within the specified search criteria.
<i>Appointment ID hyperlink column</i>	Lists the appointment IDs of all appointments that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the <i>Appointment Management</i> page for the appointment.
<i>Date column</i>	Lists the date of each listed appointment.
<i>Time column</i>	Lists the time of each listed appointment.
<i>NASS Code column</i>	Lists the three to five character NASS Code of each listed appointment's facility.
<i>Facility Name column</i>	Lists the name of each listed appointment's facility.
<i>Cancel checkbox</i>	Cancels the appointment when the Cancel Selected Appointments button is clicked
<i>Cancel Selected Appointments button</i>	Directs user to Confirm Cancel page

 **Note:** The Cancel checkbox is only available for appointments where the user has permission to cancel.

The *Search Existing Appointment Information* page is displayed on the following page.



**Facility Access and Shipment Tracking (FAST)**

**Search Existing Appointment Information**

Choose Search Criteria  
Please select the search method and enter the required appointment information. Then click Search to locate the appointment. (\* Required Fields)

There are two options to search for a facility.

- Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
- Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

\* Search for: Appointment

\* Search by: Scheduler ID

Customer Registration ID: Mailer 1 - 999999999980

Select Date Range: 05/03/2008 To: 05/09/2008

State: NY  NASS Code:

City: All Cities

\* Facility: 100 - NEW YORK

**Appointment Summary**

Below is the appointment information you requested. Click the appointment ID link to access the appointment and content information you would like to view and/or edit.

Scheduler Name: Mailer 1

2 results

Appointment ID	Date	Time	NASS Code	Facility Name	Cancel
<a href="#">922100029</a>	05/03/2008	23:00	100	NEW YORK	<input type="checkbox"/>
<a href="#">922400029</a>	05/05/2008	20:00	100	NEW YORK	<input checked="" type="checkbox"/>

2 results



**Note:**

CLICKING the **Appointment ID** hyperlink displays the *Appointment Management* page where a user may view the appointment information; access the *Appointment Closeout* page to view closeout information and access the *Content Information* page to view content information.

**Search for an Appointment by Publication**



The third search option, searching for an appointment by Publication, displays a different *Search Existing Appointment Information* page. After selecting *Appointment* from the **Search for** menu and clicking **Submit**, the user selects *Publication* from the **Search by**

menu and CLICKS **Submit** displaying the *Search Existing Appointment Information* page with the below fields and buttons. (Note: Publication search is only for Periodicals).

<i>*Search for:</i>	Drop-down box listing the options a user may search for: Appointment, Multi-Stop
<i>Submit button</i>	Displays the <b>Search by:</b> drop down box that contains search options based on the search for selection
<i>*Search by:</i>	Drop-down box listing what a user may search by: Scheduler ID, Publication ID, or Appointment ID
<i>Submit button</i>	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons
<i>*Select Date Range</i>	Enter date range for which you wish to see occurrences of appointments
<i>Publication Name</i>	Text box to input the publication name to search
<i>USPS Publication ID</i>	Text box to input the publication ID of the publication to search
<i>Publication</i>	Text box to input the publication name to search
<i>Cancel button</i>	Displays the <i>Appointment Management</i> landing page
<i>Search button</i>	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals)



To search for and view all appointments for the specified criteria, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box
2. CLICK the **Submit** button
3. SELECT Publication in the **Search by** drop-down box
4. CLICK the **Submit** button
5. SELECT the time frame to search within in the **Select Date** Range textboxes
6. ENTER the Publication Name OR
7. ENTER the Publication ID
8. CLICK the **Search** button
9. SELECT publication from **Publication** drop down list
10. CLICK the **Search** button, refreshing the page and displaying the Appointment Summary table



The *Search Existing Appointment Information* page displays with an Appointment Summary table below the search fields and buttons described in previous section.

The *Search Existing Appointment Information by Publication* page is displayed below.

The screenshot shows the FAST website interface. The top left features the United States Postal Service logo and navigation links like 'Home' and 'Sign Out'. A blue sidebar on the left contains a menu with categories such as 'Appointments', 'Recurring Appointments', 'Facilities', and 'Agreements'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and contains a section for 'Search Existing Appointment Information'. This section includes instructions to choose search criteria and enter appointment information. It features several search fields: 'Search for:' with a dropdown menu set to 'Appointment', 'Search by:' with a dropdown menu set to 'Publication', and a date range selector for 'Select Date Range' from 03/31/2008 to 03/31/2008. Below these are fields for 'Publication Name', 'USPS Publication ID', and a 'Publication' dropdown menu. 'Submit' and 'Search >' buttons are provided for each field, and a 'Cancel' button is at the bottom of the search area. The footer contains site map, contact info, and copyright information.

### 6.3.2 Appointment Management

After a user searches for an appointment by either the appointment ID or the scheduler ID, they are taken to the *Appointment Management* page for the selected appointment. From the *Appointment Management* page, a user has the ability to:

- View Appointment Audit Information
- Edit appointment slot information
- Edit appointment level information
- Edit content level information
- Add additional contents
- View unscheduled arrival information
- View closeout information
- Cancel an appointment


The *Appointment Management* section details the steps and screens accessed when a user views closeout information, when a user cancels an appointment and briefly describes the previously discussed processes. Editing and adding contents is discussed in more detail in section 6.2.3 – *Content Information Management*.



All of the above actions may be accessed from the *Appointment Management* page. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	The ID associated to the appointment.
<i>Status</i>	The current status of the appointment: Open, Closed, Canceled, Unscheduled, No-show, Rejected.
<i>Scheduler Name</i>	The name of the scheduler associated to the appointment.
<i>Customer Registration ID</i>	The ID associated to the appointment's mailer.
<i>Creation Source</i>	The method used to create the appointment.
<i>Last Update Date/Time</i>	The date and time of the last update made to the appointment.
<i>Last Update User ID</i>	The ID associated to the user who last updated the appointment.
<i>View Audit Information button</i>	Displays the Appointment Audit Information.
<i>Appointment Slot Information table</i>	Displays the current slot information of the appointment, includes <b>Facility Name, Facility ID, Appointment Date, Appointment Time, Appointment Type</b> and the <b>Change</b> button.
<i>Change button</i>	Displays the <i>Appointment Slot Availability</i> page.
<i>Facility Name</i>	The name of the facility for the appointment.
<i>NASS Code</i>	The three to five character NASS Code associated to the appointment's facility.
<i>Maximum Truck Length</i>	The maximum truck length allowed at the facility.
<i>Appointment Date</i>	The date the appointment is to arrive at the facility.
<i>Appointment Time</i>	The time the appointment is to arrive at the facility.
<i>Appointment Type</i>	The type of the appointment the facility is expecting.
<i>Mail Class(es)</i>	The mail class(es) of the appointment.
<i>Bill of Lading Number</i>	The bill of lading number associated to the appointment.
<i>Number of Pallet Positions</i>	The number of pallet positions.
<i>Vehicle ID</i>	The ID associated to the vehicle.

<i>Shipper Name</i>	The Shipper Name associated to the appointment.
<i>Comments</i>	Displays any miscellaneous comments regarding the appointment.
<i>Cancel button</i>	Displays the <i>Appointments</i> Landing page.
<i>Cancel Appointment button</i>	Cancels the appointment in the system.
<i>Copy Appointment button</i>	Displays the <i>Create New Appointment</i> page with the fields already populated with the information from the current appointment.
<i>Submit button</i>	Submits the appointment.
<i>Appointment Contents section</i>	Displays all contents associated to the appointment.
<i>Content ID column</i>	Lists the IDs of each content associated to the appointment, which are hyperlinks to the <i>Content Information Management</i> page for the selected content ID.
<i>Mail Preparer</i>	The ID associated to the mail preparer of the content.
<i>Mail Class</i>	The mail class of the content.
<i>Mail Shape</i>	The shape of the content.
<i>Content Name</i>	Lists the name of the content.
<i>Pallet Count</i>	The number of pallets contained in the content.
<i>Bedloaded Units</i>	The number of units bedloaded in the content.
<i>Manage Content button</i>	Displays the <i>Content Information Management</i> page.



**Note:**  
Depending on if the user is associated to the scheduler of the appointment or is the scheduler, the fields on the *Appointment Management* page may be editable or read-only, allowing the user to only view the information without modifying it.

The *Appointment Management* page is displayed on the following page.

**View Appointment Audit Information**

A user may view an appointment’s audit information report by accessing the *Appointment Management* page.



A user may access the *Appointment Audit Information* page through the *Appointment Management* page. A user **CLICKS** the **View Audit Information** button on the *Appointment Management* page and is taken to the *Appointment Audit Information* page. The fields display as read-only and contain all appointment audit information.



The fields and buttons on the *Audit Appointment Information* report page are described below. A snapshot of the page is displayed after the field descriptions.

<i>Scheduler Name</i>	The name of the scheduler associated to the appointment.
<i>Facility</i>	The name of the facility for the appointment.
<i>NASS Code</i>	The three to five character NASS Code associated to the appointment's facility
<i>Status</i>	The current status of the appointment.
<i>Appointment Date</i>	The date the appointment is to arrive at the facility.
<i>Appointment Time</i>	The time the appointment is to arrive at the facility.
<i>Appt Type</i>	The appointment type code (Pallet, Speedline, Bedload).
<i>Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Units Trays</i>	The total number of tray that are bedloaded for this specific content.
<i>Bedloaded Units Sacks</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Units Parcels</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Units Bundles</i>	The total number of bundles that are bedloaded for this specific content.
<i>Mail Class</i>	Lists the mail class(es) for the appointment.
<i>Update User ID</i>	The ID associated to the user who last updated the appointment.
<i>Last Update Date/Time</i>	The date and time that the appointment was last updated.

The *Appointment Audit Information* page is displayed below.

**Appointment Audit Information**

Selected Criteria

Appointment ID: 900000004

Status Code Legend: CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Appointment Type: B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

Mail Class Code Legend: PS=Package Services, PER=Periodicals, STD=Standard, N/C=No Content

\*Please note: An audit row in the report may appear unchanged, due to appointment updates that do not affect any of the displayed data in the report (e.g. comments).

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: [Download into Excel](#) | [View Printable Version](#)

Scheduler Name	Facility	NASS Code	Status	Appointment		Pallets Containing				Bedloaded Units				Mail Class	Update User ID	Last Update Date/Time	
				Date	Time	Type	Parcels	Sacks	Trays	Bundles	Parcels	Sacks	Trays				Bundles
Maier 1	SPRINGFIELD BMC	01Z	CL	03/28/2008	11:00	P	0	3	0	0	0	3	0	0	PS, PER, STD	USPS	03/28/2008 08:27:03
Maier 1	SPRINGFIELD BMC	01Z	O	03/28/2008	11:00	P	0	3	0	0	0	3	0	0	PS, PER, STD	System Process	03/28/2008 08:14:47
Maier 1	SPRINGFIELD BMC	01Z	O	03/28/2008	11:00	P	0	3	0	0	0	3	0	0	PS, PER, STD	USPS	03/28/2008 08:10:57
CRAIN (FAST)	NEW JERSEY BMC	07Z	CL	03/27/2008	16:00	P	0	0	0	0	0	0	0	0	N/C	USPS	03/27/2008 11:26:00
CRAIN (FAST)	NEW JERSEY BMC	07Z	O	03/27/2008	16:00	P	0	0	0	0	0	0	0	0	N/C	USPS	03/27/2008 11:03:00
Total (5 results)																	

Export options: [Download into Excel](#) | [View Printable Version](#)

For best results, download this report into Excel and print in 'Landscape' mode.

### Edit Appointment Slot Information

When editing an appointment's slot information, a user follows the same process described in section 6.1.1 – *Searching for Appointment Slot Availability*.



A user begins the process by accessing the *Appointment Slot Availability* page by CLICKING the **Change** button on the *Appointment Management* page. The *Appointment Slot Availability* page displays, populating the following fields with the existing appointment information:

- Facility
- Customer Registration ID
- Appointment Type
- Mail Class(es)

If a user needs to change any of the above fields, the appointment is considered as a cancelled appointment when it is scored for scheduler rating (described in section 10.0 – *Rating Overview*). However, a user still has the ability to change any of those fields and the appointment will retain the same appointment ID.





The user **CLICKS** the **Search** button on the *Appointment Slot Availability* page, displaying the results page for the specified facility, customer registration ID, mail class(es) and appointment type. A user may **CLICK** on a new appointment slot time to select the slot and display the *Appointment Management* page with the new appointment information. **CLICKING** the **Submit** button on the *Appointment Management* page updates the appointment with the new information and displays the *Appointment Confirmation* page.

When a user attempts to change the appointment's slot information, the new slot information is checked against the trip and volume constraints, just like when a new appointment is created. If the new information is not valid due to a constraint violation, the user sees an error which describes the problem and the appointment is not updated with the new slot information.

#### **Edit Appointment Level Information**

A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper Name
- Comments regarding the appointment



To edit any of the above fields, a user **CLICKS** in the desired textbox and replaces the entry with the new information. **CLICKING** the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page.

#### **Edit Content Level Information**

A user may edit an appointment's content level information by accessing the *Content Information Management* page from the *Appointment Management* page.



To access the *Content Information Management* page, a user **CLICKS** on the **Manage Content** button in the Appointment Contents section of the *Appointment Management* page. After editing the content information, the user **CLICKS** the **Submit** button on the *Content Information Management* page, which updates the content information in the system and displays the *Appointment Management* page for the appointment.

#### **Add Additional Contents**

A user may also add additional contents to the appointment by accessing the *Add/Edit Content Information* page from the *Appointment Management* page and specifying the total number of contents per mail class (Note: The user can input data in the Update Content Capacity grid for contents that were selected on the *Create New Appointment* page)



To access the *Add/Edit Content Information* page, a user **CLICKS** the **Manage Content** button on the Appointment Contents section of the *Appointment Management* page. The user follows the same process as described in section 6.1.3 – *Adding Content Information to an Appointment*, to enter in and add content information for the appointment. A user may also **CLICK** the **Associate Stand-Alone Content** button to associate a stand-alone content to the appointment.

Managing content information is detailed in section 6.3.3 – *Content Information Management*.

**View Unscheduled Arrivals**



A user may view unscheduled arrival information in FAST by searching for the appointment and accessing the *Appointment Management* page. A user may search for the information by their customer registration ID or the appointment number created upon arrival. The Postal Service requires a customer registration ID on the PS Form 8125 when arriving with an unscheduled appointment at a facility. The scheduler may then search for an appointment by the customer registration ID associated to them at any or all facilities. The search option, the user may search by the created appointment ID on the *Search Existing Appointment Information* page. The **Status** field on the *Appointment Management* page displays 'Unscheduled' to verify the appointment is an unscheduled arrival. The user may not edit this information.

**View Closeout Information**

A user may view an appointment's closeout information by accessing the *Appointment Closeout* page. A user may access the *Appointment Closeout* page by one of the following two ways.



A user may access the *Appointment Closeout* page through the *Appointment Management* page. A user searches for the closed appointment and is directed to the *Appointment Management* page. A user **CLICKS** the **Closeout** button on the *Appointment Management* page and is taken to the *Appointment Closeout* page. The fields display as read-only and contain all entered closeout information.



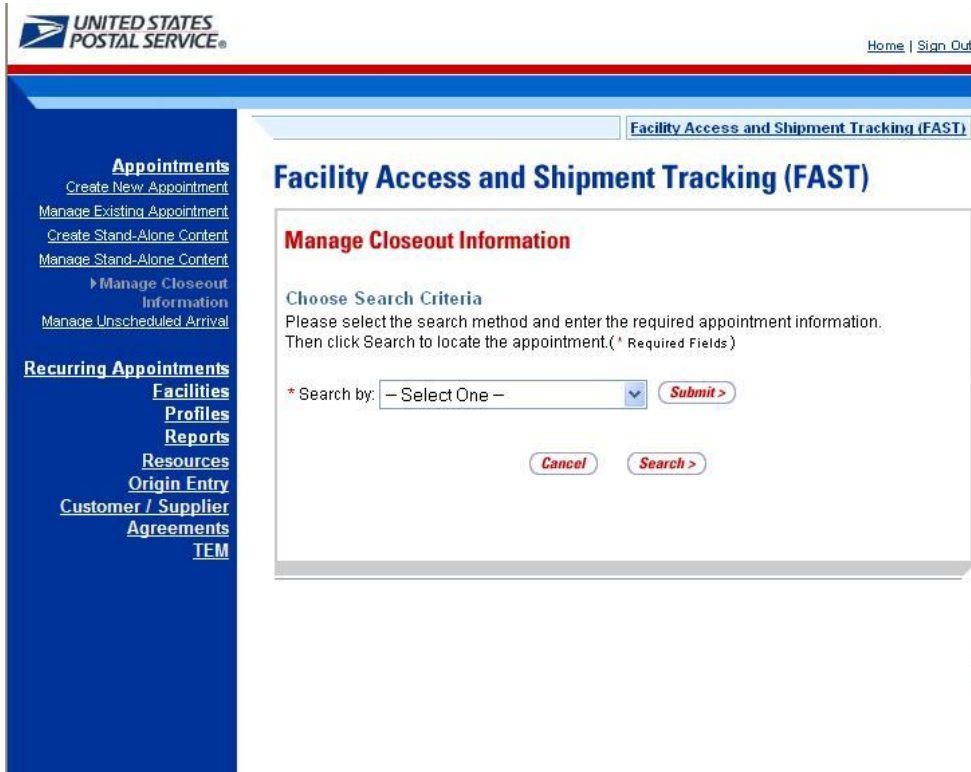
A user may also access the *Appointment Closeout* page through the *Appointments Landing* page. A user **CLICKS** the **Manage Closeout Information** link on the landing page. The user is taken to the *Manage Closeout Information* search page where the user will search for an appointment in the same fashion as described in the prior section, section 6.2.1 – *Appointment Search*. This process is described next in more detail.



The fields and buttons on the *Manage Closeout Information* search page are described below. A snapshot of the page is displayed after the field descriptions.

*Search by:	Drop down box listing the options to search for an appointment by: Appointment ID, Customer Registration ID, Area, District, Facility.
Submit button	<p>Refreshes the page and displays appointment input text boxes for appointment ID search.</p> <p>For Area search, the page refreshes with the area drop-down, customer registration ID, date range and the appointment status check boxes.</p> <p>For District search, the page refreshes with the district drop-down, customer registration ID, date range and the appointment status check boxes.</p> <p>For Customer Registration ID search, the page refreshes with the customer registration ID of the user along with the date range and the appointment status check boxes.</p> <p>For Facility search, the facility search grid will be shown along with the customer registration ID of the user along with the date range and the appointment status check boxes.</p>
Cancel button	Displays the <i>Appointment Management</i> landing page.

The *Manage Closeout Information* search page is displayed below.



To search for an appointment by the appointment ID, perform the following steps on the *Manage Closeout Information* search page:

1. SELECT Appointment ID in the **Search by** drop-down box
2. Input up to ten appointment IDs in the appointment ID text boxes
3. CLICK the **Submit** button

The *Manage Closeout Information* search page refreshes with additional fields, described below. A snapshot of the page is displayed after the field description.

<b>*Appointment ID</b>	Input boxes to enter the requested appointment ID(s).
------------------------	---

The *Manage Closeout Information* search page with the additional field is displayed on the following page.



Perform the following final steps on the *Manage Closeout Information* search page to view the *Appointment Closeout* page for the specified appointment ID:

1. ENTER the appointment ID in the **Appointment ID** input box
2. CLICK the **Search** button to display the *Appointment Closeout* page for the appointment ID



The *Appointment Closeout* page displays and lists key appointment information. All fields display as read-only for both corporate and scheduler users. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

<i>Appointment ID</i>	The ID associated to the appointment.
<i>Current Status</i>	The current status of the appointment.
<i>Customer Registration ID</i>	The ID associated to the appointment's mailer.
<i>Scheduler Name</i>	The name of the scheduler associated to the appointment.
<i>USPS Facility Name</i>	The name of the facility for the appointment.

<i>USPS Facility ID</i>	The ID associated to the appointment's facility.
<i>Date</i>	The appointment's scheduled arrival date.
<i>Appointment Time</i>	The time the appointment is scheduled to arrive at the facility.
<i>Surface Visibility Placard Scans</i>	Indicates if any content was scanned by Surface Visibility.
<i>Closed by Surface Visibility</i>	Indicates if Appointment was closed by Surface Visibility. .
<i>*New Status</i>	The new status of the appointment.
<i>*Arrival Date</i>	The actual date the appointment arrived.
<i>*Arrival Time</i>	The actual time the appointment arrived.
<i>*Unload Start Date</i>	The actual date the appointment began to be unloaded.
<i>*Unload Start Time</i>	The actual time the appointment began to be unloaded.
<i>*Unload End Date</i>	The actual date the appointment finished being unloaded.
<i>*Unload End Time</i>	The actual time the appointment finished being unloaded.
<i>Vehicle ID</i>	The Vehicle ID.
<i>Tandem Trailer Appointment checkbox</i>	Select if the appointment has tandem trailers.
<i>Mail Class Standard</i>	The Standard mail class checkbox.
<i>Mail Class Package Services</i>	The Package Services mail class checkbox.
<i>Mail Class Perishables</i>	The Perishables checkbox.
<i>Mail Class Periodicals</i>	The Periodicals mail class checkbox.
<i>Mail Class News</i>	The News checkbox.
<i>*Appointment Irregularities section</i>	
<i>Appointment ID</i>	Fifteen (15) Appointment ID fields used to list the IDs of appointments with irregularities.
<i>*Mail Integrity and Load Irregularities</i>	Checkboxes listing the following irregularities: Altered Required Field on Form, Broken Pallets, Container Counts Do Not Match Form, Damaged Mail, Driver Refused to Assist, Incorrect Appointment Type, Incorrect Class of Mail, Incorrect Entry Office, Incorrect Processing Category, Load Unsafe, Mailings are not Separated by Destination, Missing Appointment Number, Missing Origin Signature and/or Round Stamp, Missing Required Mailer Field on Form,

	No Form With Shipment, Other, Pallets Too Tall, Past in Home Date, Photo Copy of PS Form, Vehicle Size, None.
<i>Resolutions</i>	Textboxes for a Resolution to be entered (when applicable): <ol style="list-style-type: none"> <li>1. Destination Contacted Origin</li> <li>2. Driver Contacted Dispatch Office</li> <li>3. Driver Reconciled Load</li> <li>4. Irregularities Could Not Be Resolved on Dock.</li> </ol>
<i>*Content Discrepancy section</i>	Lists the fields that record the differences between what content was scheduled and what content actually arrived.
<i>Bedloaded sacks percent</i>	Displays the percent of the content type that arrived compared to what was scheduled.
<i>Bedloaded trays percent</i>	Displays the percent of the content type that arrived compared to what was scheduled.
<i>Bedloaded parcels percent</i>	Displays the percent of the content type that arrived compared to what was scheduled.
<i>Bedloaded bundles percent</i>	Displays the percent of the content type that arrived compared to what was scheduled.
<i>Count of pallets containing sacks</i>	Displays the actual number of pallets that arrived.
<i>Count of pallets containing trays</i>	Displays the actual number of pallets that arrived
<i>Count of pallets containing parcels</i>	Displays the actual number of pallets that arrived
<i>Count of pallets containing bundles</i>	Displays the actual number of pallets that arrived
<i>Content Discrepancy</i>	Comments box displaying additional remarks regarding content differences.
<i>Comments</i>	Additional comments.
<i>Cancel button</i>	Displays the <i>Appointments</i> Landing page.
<i>Return to Search button</i>	Returns the user to the <i>Manage Closeout Information</i> search page.

The *Appointment Closeout* page is displayed on the following page.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

- Appointments
  - Create New Appointment
  - Manage Existing Appointment
  - Create Stand Alone Contact
  - Manage Stand Alone Contact
- Manage Closeout Information
  - Manage Unscheduled Arrival

- Recurring Appointments
  - Facilities
  - Profiles
  - Reports
  - Resources
  - Origin Entry
  - Customer / Supplier Agreements
  - TEM

### Facility Access and Shipment Tracking (FAST)

#### Appointment Closeout

Please enter the following information to close or reject an appointment. Once the information has been entered, click the Submit button to close or reject the appointment.

Appointment ID #: 810004001

Current Status: Open  
 Customer Registration ID: 10000979  
 Scheduler ID: 245400000001  
 Scheduler Name: FASTTEST  
 USPS Facility Name: NEW YORK  
 USPS NA55 Code: 100  
 Appointment Date/Time: 05/31/2011 13:00  
 Surface Visibility Flacard Scans: No  
 Closed by SV: No

The New Status drop-down menu below will always default to the current status of the appointment. To change the status of the appointment, please select the new status from the drop-down menu and click the Submit button. (\* Required Fields)

\* New Status:

Arrival Date:  Arrival Time:   
 Unload Start Date:  Unload Start Time:   
 Unload End Date:  Unload End Time:   
 Vehicle ID:

Tandem Trailer Appointment

Mail Class  
 Standard  
 Package Services  Perishable  
 Periodicals  News

#### \*Appointment Irregularities

Note: If additional appointments are noted on the USPS form 3125(s), please enter Appointment IDs.

Multiple Appts Associated to Load

Appt ID:  Appt ID:  Appt ID:   
 Appt ID:  Appt ID:  Appt ID:   
 Appt ID:  Appt ID:  Appt ID:   
 Appt ID:  Appt ID:  Appt ID:   
 Appt ID:  Appt ID:  Appt ID:

None

#### \*Mail Integrity and Load Irregularities

Note: A red asterisk (\*) denotes that the irregularity requires a resolution reason.

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Altered Required Field on Form              | Resolution <input type="text"/> |
| <input type="checkbox"/> Broken Pallets                              | <input type="text"/>            |
| <input type="checkbox"/> Container Counts Do Not Match Form          | <input type="text"/>            |
| <input type="checkbox"/> Damaged Mail                                | <input type="text"/>            |
| <input type="checkbox"/> Driver Refused to Assist                    | <input type="text"/>            |
| <input type="checkbox"/> Incorrect Appointment Type                  | <input type="text"/>            |
| <input type="checkbox"/> Incorrect Class of Mail                     | <input type="text"/>            |
| <input type="checkbox"/> Incorrect Entry Office                      | <input type="text"/>            |
| <input type="checkbox"/> Incorrect Processing Category               | <input type="text"/>            |
| <input type="checkbox"/> Load Unsafe                                 | <input type="text"/>            |
| <input type="checkbox"/> Mailings Not Separated by Destination       | <input type="text"/>            |
| <input type="checkbox"/> Missing Appointment Number                  | <input type="text"/>            |
| <input type="checkbox"/> Missing Origin Signature and/or Round Stamp | <input type="text"/>            |
| <input type="checkbox"/> Missing Required Mailer Field on Form       | <input type="text"/>            |
| <input type="checkbox"/> No Form with Shipment                       | <input type="text"/>            |
| <input type="checkbox"/> Other                                       | <input type="text"/>            |
| <input type="checkbox"/> Pallets Too Tall                            | <input type="text"/>            |
| <input type="checkbox"/> Plst in Home Date                           | <input type="text"/>            |
| <input type="checkbox"/> Photo Copy of PS Form                       | <input type="text"/>            |
| <input type="checkbox"/> Vehicle Size                                | <input type="text"/>            |
| <input type="checkbox"/> None  | <input type="text"/>            |

Resolution Code Legend:  
 1- Destination Contacted Origin  
 2- Driver Contacted Dispatch Office  
 3- Driver Recorded Load  
 4- Irregularities Could Not be Resolved on Dock

\*Content Discrepancy

	Expected Count	Actual Count
Bedloaded Sack Count:	0	<input type="text"/>
Bedloaded Tray Count:	0	<input type="text"/>
Bedloaded Parcel Count:	0	<input type="text"/>
Bedloaded Bundle Count:	0	<input type="text"/>
Count of pallets containing sacks:	0	<input type="text"/>
Count of pallets containing trays:	2	<input type="text"/>
Count of pallets containing parcels:	0	<input type="text"/>
Count of pallets containing bundles:	0	<input type="text"/>

Comments:

### Cancel an Appointment

The following section details the process and pages to cancel an appointment in the FAST application. Users have the ability to cancel individual contents or appointments based on Publication and association. Depending on the appointment type and content type, canceling an appointment redistributes the available appointment slot and volume back to the facility and tier they were pulled from when creating the appointment.



A user begins to cancel an appointment(s) from the *Appointment Management* page by SELECTING the **Cancel** checkbox. The *Confirm Cancel Appointment* page displays when user CLICKS the **Cancel Selected Appointments** button, which lists some of the important appointment information

The fields and buttons on the *Confirm Cancel Appointment* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	The ID associated to the appointment.
<i>Customer Registration ID</i>	The ID associated to the appointment's mailer.
<i>Scheduler Name</i>	The name of the scheduler associated to the appointment.
<i>Facility Name</i>	The name of the facility for the appointment.
<i>NASS Code</i>	The three to five character NASS Code associated to the appointment's facility
<i>Appointment Date</i>	The date the appointment is to arrive at the facility.
<i>Appointment Time</i>	The time the appointment is to arrive at the facility.
<i>Content ID</i>	The IDs of each content associated to the appointment.
<i>Yes button</i>	Finalizes the cancellation of the appointment and displays the <i>Cancel Appointment Confirmation</i> page.
<i>No button</i>	Displays the <i>Appointment Management</i> page for the appointment and does not cancel it.

The *Confirm Cancel Appointment* page is displayed on the following page.



UNITED STATES POSTAL SERVICE® Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Confirm Cancel

Are you sure you would like to cancel the following?

**Appointments**  
The following appointments will be cancelled.

---

Appointment ID: 900000007  
Customer Registration ID: 99999999980  
Scheduler Name: Mailer 1  
Facility Name: SPRINGFIELD BMC  
NASS Code: 01Z  
Appointment Date: 03/31/2008  
Appointment Time: 15:00  
Content ID: 900000010(PIRATES' CHEST)

---


Appointment ID: 900000008  
Scheduler ID: 99999999980  
Scheduler Name: Mailer 1  
Facility Name: SPRINGFIELD BMC  
NASS Code: 01Z  
Appointment Date: 03/31/2008  
Appointment Time: 15:00  
Content ID: 900000011(PIRATES' CHEST)

---

Are you sure you would like to confirm cancellation?

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 **Note:**  
An appointment cannot be cancelled within one hour of its scheduled appointment time. Also, appointments are automatically no-showed if they have not arrived 24 hours after the scheduled appointment time.

The appointment is not officially cancelled until the user confirms the cancellation from the previous page.




To cancel the appointment and its associated contents, CLICK the **Yes** button. The Cancel Appointment *Confirmation* page displays, showing some of the key appointment information. When a user cancels an appointment, a cancellation number is generated for the appointment.



The fields and buttons on the *Confirm Cancel Appointment* page are described below. A snapshot of the page is displayed after the field description.

<i>Cancellation Number</i>	The confirmation number for the cancelled appointment.
<i>Cancellation Reason</i>	The reason for the cancellation.
<i>Appointment ID</i>	The ID associated to the appointment.
<i>Scheduler Name</i>	The name of the scheduler associated to the appointment.
<i>Customer Registration ID</i>	The ID associated to the appointment's mailer.
<i>Facility Name</i>	The name of the facility for the appointment.
<i>Facility ID</i>	The three to five character NASS Code associated to the appointment's facility.
<i>Appointment Date</i>	The date the appointment was to arrive at the facility.
<i>Appointment Time</i>	The time the appointment was to arrive at the facility.
<i>Content ID</i>	The IDs of each content associated to the appointment.
<i>Finish button</i>	Displays the <i>Appointments</i> Landing page.



**Note:** A cancellation number is only generated for the appointment; the associated contents that are also canceled do not receive a cancellation number.

The *Cancel Appointment Confirmation* page is displayed on the following page.



Facility Access and Shipment Tracking (FAST)

**Appointments**  
[Create New Appointment](#)  
[Manage Existing Appointment](#)  
[Create Stand-Alone Content](#)  
[Manage Stand-Alone Content](#)  
[Manage Closeout Information](#)  
[Manage Unscheduled Arrival](#)

**Recurring Appointments**  
[Facilities](#)  
[Profiles](#)  
[Reports](#)  
[Resources](#)  
[Origin Entry](#)  
[Customer / Supplier](#)  
[Agreements](#)  
[TEM](#)

## Facility Access and Shipment Tracking (FAST)

### Cancel Appointment Confirmation

The following appointment has been cancelled along with any associated contents. For your records, please take note of the Cancellation Number.

Cancellation Number: 900000004  
 Cancellation Reason: Delivery Appt Cancelled per request of consignee  
 Appointment ID: 900000033  
 Customer Registration ID: A10000003  
 Scheduler Name: Scheduler 2  
 Facility Name: SPRINGFIELD BMC  
 NASS Code: 01Z  
 Appointment Date: 09/28/2006  
 Appointment Time: 22:00  
 Content ID: 900000083  
 Cancel Comments:

Finish

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### 6.3.3 Content Information Management

A user may modify or cancel content level information for an appointment via the *Content Information Management* page. As described in section 6.2.2 – *Appointment Management*, a user may access the Content Information Management page by CLICKING on a **Content ID** hyperlink on the *Appointment Management* page. This section describes how to:

- Edit Content Level Information
- Cancel a Content from an Appointment

#### **Edit Content Level Information**



The *Content Information Management* page looks very similar to the *Add Content Information* page. The fields and buttons of the *Content Information Management* page are described below. A snapshot of the page is displayed after the field description.

<i>Standard</i>	The number of Standard contents to be created with the appointment.
* <i>Package Services</i>	The number of Package Services content to be created with the appointment.

<i>Periodicals</i>	The number of Periodicals contents to be created with the appointment.
<i>Manage Content Button</i>	Changes the number and type of contents to be created with the current appointment and creates the appropriate content grid based on the mail class(es).
<i>The description below describes the Standard Content Grid. It is displayed when a number of expected Standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED..</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content when the Clear Content button is clicked.
<i>*Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.

<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content appointment is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content appointment is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>eFile Number</i>	The eFile Number of the eVS content being added.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
<i>Duplicate button</i>	Displays the Add Recurring Content Information page with the content duplicated the selected number of times.
<i>The description below describes the Package Services Content Grid. It is displayed when a number of expected Package Services contents are entered into the Package Services text box, and the Manage Content button has been CLICKED.</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content when the Clear Content button is clicked.
<i>*Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>*Package Services Sub-Type</i>	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
<i>Perishable checkbox</i>	Indicates if the content is perishables (only for Package Services).
<i>Count of Pallets Containing</i>	The total number of pallets containing sacks for this specific content.

<i>Sacks</i>	
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>eFile Number</i>	The eFile Number of the eVS content being added.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
<i>Duplicate button</i>	Displays the Add Content Information page with the content duplicated the selected number of times.
<i>The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED.</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content when the Clear Content button is clicked.
<i>*Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.

<i>News checkbox</i>	Select the checkbox if the content is news.
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>Publication Name</i>	Text box to input the publication name to search for (only for Periodicals).
<i>USPS Publication ID</i>	Text box to input the publication ID of the publication to search for (only for Periodicals).
<i>Search button</i>	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals).
<i>Publication</i>	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.

<i>Add button</i>	Adds the selected publication to the associated publications.
<i>Associated Publications</i>	The publications associated to the for this specific content.
<i>Remove button</i>	Removes the selected publication from the associated publications.
<i>Destination Discount checkbox</i>	Indicates if a destination discount is being claimed for the content. If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
<i>Zone-Skipping checkbox</i>	Indicates if the content is entered for zone-skipping rather than destination discount.
<i>Cancel button</i>	Displays the Create Recurring Appointment Landing Page.
<i>Clear Contents button</i>	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected.
<i>Submit button</i>	Saves all associated contents to the appointment.
<i>Update Content Capacity: Standard</i>	Text box allowing the user to change the number of Standard contents associated to the appointment; editable only if the Mail Class: Standard checkbox was checked on the Appointment Slot Availability Page.
<i>Update Content Capacity: *Package Services</i>	Text box allowing the user to change the number of Package Services contents associated to the appointment; editable only if the Mail Class: Package Services checkbox was checked on the Appointment Slot Availability Page.
<i>Update Content Capacity: Periodicals</i>	Text box allowing the user to change the number of Periodicals contents associated to the appointment; editable only if the Mail Class: Periodicals checkbox was checked on the Appointment Slot Availability Page.
<i>Manage Content button</i>	Changes the number of contents associated to the appointment.
<i>Content #</i>	The unique number identifying the particular content.
<i>Cancel Content checkbox</i>	Indicates if the user wants to cancel an individual content from the appointment.
<i>Mail-Preparer drop-down</i>	The ID associated to the mail preparer.
<i>Content Name</i>	The name associated to the content.
<i>Mail Owner ID</i>	Drop-down box listing IDs of Mail Owners who could be associated with the content.
<i>Add button</i>	Adds the selected Mail Owner ID from the Mail Owner ID drop-down box to the Associated Mail Owners field.
<i>Associated Mail Owner</i>	The Mail Owner IDs of all Mail Owners that have been associated to the content.
<i>Remove button</i>	Removes the selected Mail Owner ID from the Associated Mail Owner field.



<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>*Package Services Sub type</i>	Drop-down box listing either Parcel Select or BPM/Library/Media; only displays the Mail Class: Package Services checkbox was checked on the Appointment Slot Availability Page.
<i>Perishable</i>	Checkbox that indicates if the content contains perishable items.
<i>Count of Pallets: Sacks</i>	The total number of pallets containing sacks in the content.
<i>Count of Pallets: Trays</i>	The total number of pallets containing trays in the content.
<i>Count of Pallets: Bundles</i>	The total number of pallets containing bundles in the content.
<i>Count of Pallets: Parcels</i>	The total number of pallets containing parcels in the content.
<i>Bedloaded Sack Count</i>	The total number of sacks in the bedloaded content.
<i>Bedloaded Tray Count</i>	The total number of trays in the bedloaded content.
<i>Bedloaded Bundle Count</i>	The total number of bundles in the bedloaded content.
<i>Bedloaded Parcel Count</i>	The total number of parcels in the bedloaded content.
<i>Publication Name</i>	The name of the publication to search for.
<i>USPS Publication ID</i>	The Publication ID of the publication to search for.
<i>Search button</i>	Retrieves the publication(s) associated to the search criteria and populates them in the <b>Publication</b> drop-down box.
<i>Publication</i>	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.
<i>Add button</i>	Adds the selected publication to the associated publications.
<i>Associated Publications</i>	The publications associated to the appointment.
<i>Remove button</i>	Removes the selected publication from the associated publications.

<i>Destination Discount checkbox</i>	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU). If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
<i>Zone-Skipping checkbox</i>	Indicates if the content is entered for zone-skipping, rather than destination entry discount.
<i>In Home Start date</i>	The first date desired by the customer for delivery of mail pieces to the final destination.
<i>In Home End date</i>	The last date desired by the customer for delivery of mail pieces to the final destination.
<i>Number to Duplicate</i>	Drop-down box use to select how many times the content should be duplicated.
<i>Duplicate button</i>	Duplicates the content the number of times specified in the Number to Duplicate drop-down box.
<i>Cancel Appointment button</i>	Cancels the entire appointment.
<i>Clear Contents button</i>	Clears the data in each content of the appointment.
<i>Submit button</i>	Updates the content with the new information and displays the <i>Appointment Management</i> page.

The *Content Information Management* page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

### Add/Edit Content Information

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (\* Required Fields)

#### Selected Criteria

Customer Registration ID: 4433047  
 Scheduler ID: 99999999980  
 Scheduler Name: DERCORP INTERNATIONAL  
 Facility Name: BALTIMORE  
 NASS Code: 212  
 Maximum Truck Length: 53 ft  
 Appointment Date: 02/24/2010  
 Appointment Time: 14:00  
 Appointment Type: Pallet  
 Mail Class(es): Standard

To add content information, select the number of contents to add and click "Manage Content".  
 Click the "Submit" button with only empty content to bypass content creation and create an appointment shell.  
 To associate stand-alone content, click the "Associate Stand-Alone Content" button.

#### Update Content Capacity:

Standard	Package Services	Periodicals
2	0	0
<a href="#">Manage Content</a>		

#### [Associate Stand-Alone Content >](#)

You have pending Stand-Alone Content awaiting Association

Click the "View All" button to select a Mail Preparer and Mail Owner from the drop-down box.

**Content #1**  Clear Content

Mail Class: Standard

Mail Preparer ID:  [View All](#) Content Name:

Mail Owner ID:  [Add >](#) Associated Mail Owners:  [Remove >](#)

[View All](#)

\* Mail Shape: -- Select One --

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

Count of Pallets: Sacks  Trays  Bundles  Parcels

Bedloaded: Sack Count  Tray Count  Bundle Count  Parcel Count

Destination Discount

In Home Start Date:  In Home End Date:

eVS Content  eFile Number:

Number to Duplicate: 1 [Duplicate >](#)

**Content #2**  Clear Content

Mail Class: Standard

Mail Preparer ID:  [View All](#) Content Name:

Mail Owner ID:  [Add >](#) Associated Mail Owners:  [Remove >](#)

[View All](#)

\* Mail Shape: -- Select One --

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

Count of Pallets: Sacks  Trays  Bundles  Parcels

Bedloaded: Sack Count  Tray Count  Bundle Count  Parcel Count

Destination Discount

In Home Start Date:  In Home End Date:

eVS Content  eFile Number:

Number to Duplicate: 1 [Duplicate >](#)

[Cancel](#) [Cancel Appointment](#) [Clear Contents](#) [Submit >](#)



To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content.



**Note:**

Updating content information is subject to the same constraints that are found in creating content information.

**Cancel a Content from an Appointment**

From the *Content Information Management* page described and shown previously, a user may cancel the content from the appointment. However, if it is the only content associated to the appointment, it may not be cancelled unless the appointment is cancelled.

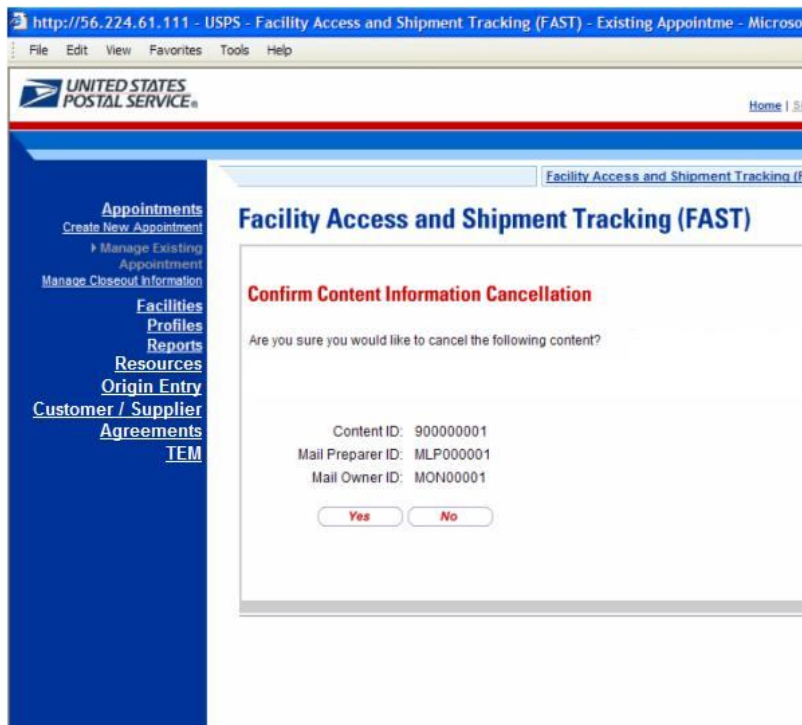


To cancel a content from an appointment, CHECK the **Cancel Content** checkbox on the *Content Information Management* page. Then CLICK the **Submit** button. The *Confirm Content Cancellation* page is displayed. The *Confirm Content Cancellation* page allows the user to finalize the cancellation of the content or to return to the *Content Information Management* page.

The fields and buttons on the *Confirm Content Cancellation* page are described below. A snapshot of the page is displayed after the field description.

<i>Content ID</i>	The ID associated to the content.
<i>Mail Preparer ID</i>	The ID associated with the mail preparer for the content.
<i>Mail Owner ID</i>	The ID associated with the mail owner for the content.
<i>Yes button</i>	Finalizes the cancellation of the content.
<i>No button</i>	Displays the <i>Content Information Management</i> page for the content.

The *Confirm Content Information Cancellation* page is displayed below.



To finalize the cancellation of the content, CLICK the **Yes** button. The *Appointment Confirmation* page displays and the content ID is not listed as a content for the Appointment.

### 6.3.4 Web Services Appointment Management

Appointments may be created via Web Services as well as through the online FAST application. A Web Services appointment is treated technically as an online appointment and is subject to the same restrictions and constraints as an online appointment. A user may perform many of the same actions to a Web Services appointment, such as editing appointment information and canceling the appointment. One restriction regarding Web Services appointments is that an online user may not modify content level information but can view content. They are restricted to modifying only appointment level information for the Web Services appointment. A user may only modify Web Services appointments that are associated to the user.

Please reference the section's 12.3 – *PostalOne!* User Guide and section 12.4 – *PostalOne!* Technical Guide for more detailed descriptions of actions related specifically to *PostalOne!* and Web Services that occur outside of the online FAST application.

A user may modify the appointment level information on the *Appointment Management* page (see section 6.3.2 – *Appointment Management* for the steps to edit appointment information). The following lists the information a user may change in a Web Services appointment.

- Scheduler – restricted to schedulers associated to the user
- Facility
- Appointment Date/Time
- Appointment Type
- Bill of Lading Number
- Number of Pallet Position Counts
- Vehicle ID
- Shipper ID
- Comments

Web Services appointments are subject to normal trip and volume availability checks when updates are made to the appointments. Also, mail class indicators may not be changed on appointment updates.

A user may perform the following actions to a Web Services appointment:

- Add an appointment to a multi-stop (described in section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop*)
- Cancel an appointment (described in section 6.2.2 – *Appointment Management*)



**Note:**

All actions performed on a Web Services appointment are subject to the same timing, trip and volume constraints as an online appointment.

## 6.4 Create/Manage Stand-Alone Content

Stand-Alone content contains information about the mail in the shipment, but does not specify any of the logistics information with regards to the drop shipment. A user may create the content information to be associated to an appointment later by the Scheduler. Additionally, if the user knows the ID of the desired appointment, the user can associate the content to the appointment during the Stand-Alone content creation process. This functionality is targeted for scenarios where the entity who prepares the mail is different from the entity that will be drop shipping the mailing. Hence mail preparers can use FAST to create content level information while the scheduler focuses on the logistics of the appointment (facility, date, time, location, etc). Once a Stand-Alone content is created, a user may manage information on the content grid.

This section describes the above processes and includes:

- 6.4.1 - Create a Stand-Alone Content
- 6.4.2 - Associate a Stand-Alone Content
- 6.4.3 – Manage a Stand-Alone Content
- 6.4.4 – Confirm Stand-Alone Content Association

### 6.4.1 Create a Stand-Alone Content

The process to create a Stand-Alone content is similar to adding content to an appointment in section 6.1.3 - *Adding Content Information to an Appointment*.



The user begins at the *Appointments* Landing page and CLICKS the Create Stand-Alone Content **Go>** button. The user is taken to the *Create Stand-Alone Content* page where the user enters in the content level information.



The fields and buttons on the *Stand-Alone Content* page are described below. A snapshot of the page is displayed after the field description.

<i>Update Content Capacity: Standard</i>	The field containing the number of Standard contents the user would like to create.
<i>Update Content Capacity: Package Services</i>	The field containing the number of Package Services contents the user would like to create.
<i>Update Content Capacity: Periodicals</i>	The field containing the number of Periodicals contents the user would like to create.
<i>Manage Content button</i>	Creates the specified number of contents for each type of mail class..
<i>The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content when the Clear Content button is clicked.
<i>*Customer Registration ID</i>	Drop-down box containing a list of Scheduler name and CRID.
<i>*Desired Induction Date</i>	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).
<i>Appointment ID</i>	The Appointment ID (if provided to the user by the transportation agent).
<i>State</i>	Drop-down box containing state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box.
<i>City</i>	Drop-down box listing all cities within the selected state with postal facilities.
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the table.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the results

	table.
<i>*Facility</i>	Drop-down box containing the facility(s) located in the specified city and state.
<i>Add Button</i>	Adds the selected Facility into the Desired Facility Name textbox.
<i>Desired Facility Name</i>	The Desired Facility for the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.



<i>eFile Number</i>	The eFile Number of the eVS content being added.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Create Stand-Alone Content</i> page with the content duplicated the selected number of times.
<i>The description below describes the Package Services Content Grid. It is displayed when a number of expected Package Services contents are entered into the Package Services text box ,and the Manage Content button has been CLICKED.</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content when the Clear Content button is clicked.
<i>*Customer Registration ID</i>	Drop-down box containing a list of Scheduler name and CRID
<i>*Desired Induction Date</i>	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).
<i>Appointment ID</i>	The Appointment ID (if provided to the user by the transportation agent).
<i>State</i>	Drop-down box containing state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box.
<i>City</i>	Drop-down box listing all cities within the selected state with postal facilities.
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the table.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the results table.
<i>*Facility</i>	Drop-down box containing the facility(s) located in the specified city and state.
<i>Add Button</i>	Adds the selected Facility into the Desired Facility Name textbox.
<i>Desired Facility Name</i>	The Desired Facility for the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.

<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove button</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>*Package Services Sub-Type</i>	Drop-down box listing the following options to specify Package Services sub-type: Parcel Select, or BPM/Library/Media (only for Package Services).
<i>Perishable checkbox</i>	Indicates if the content is perishables (only for Package Services).
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>eFile Number</i>	The eFile Number of the eVS content being added.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Add Content Information</i> page with the content duplicated the selected number of times.
<i>The description below describes the Periodicals Content Grid. It is displayed when a number of expected</i>	

<i>Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED.</i>	
<i>Content Number</i>	Number of the current mailing being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content when the Clear Content button is clicked.
<i>*Customer Registration ID</i>	Drop-down box containing a list of Scheduler name and CRID.
<i>*Desired Induction Date</i>	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).
<i>Appointment ID</i>	The Appointment ID (if provided to the user by the transportation agent).
<i>State</i>	Drop-down box containing state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box.
<i>City</i>	Drop-down box listing all cities within the selected state with postal facilities.
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the table.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the results table.
<i>*Facility</i>	Drop-down box containing the facility(s) located in the specified city and state.
<i>Add Button</i>	Adds the selected Facility into the Desired Facility Name textbox.
<i>Desired Facility Name</i>	The Desired Facility for the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
<i>News checkbox</i>	Select the checkbox if the content is news (only for Periodicals).
<i>Mail Owner ID</i>	Drop-down box listing the name and partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.

<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>Publication Name</i>	Text box to input the publication name to search for (only for Periodicals).
<i>USPS Publication ID</i>	Text box to input the publication ID of the publication to search for (only for Periodicals).
<i>Search button</i>	Retrieves the publication(s) associated to the search criteria and populates them in the <b>Publication</b> drop-down box (only for Periodicals).
<i>Publication</i>	Drop-down box containing publications associated with the selected publication name or publication ID search criteria (only for Periodicals).
<i>Add button</i>	Adds the selected publication to the associated publications (only for Periodicals).
<i>Associated Publications</i>	The publications associated to the appointment (only for Periodicals).
<i>Remove button</i>	Removes the selected publication from the associated publications (only for Periodicals).
<i>Destination Discount checkbox</i>	Indicates if a destination discount is being claimed for the content.
<i>Zone-Skipping checkbox</i>	Indicates if the content is being entered for zone-skipping, rather than destination discount.
<i>Receive an Email checkbox</i>	Indicates if the user wishes to receive an email when their Stand-Alone content is associated to an appointment.
<i>Cancel button</i>	Cancels the Stand-Alone content.

<i>Clear Contents button</i>	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected.
<i>Submit button</i>	Saves all associated contents to the appointment and creates the appointment in the system.

The *Create Stand-Alone Content* page is displayed on the following page.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Create Stand-Alone Content

Please note: Content information describes the mail associated with each PS Form 3825, or each line of consolidated PS Form 3825. (\* Required Fields)

Standard	Package Services	Periodicals
1	1	1

[Manage Content](#)

**Content #1** [Clear Content](#)

**Mail Class: Standard**

\* Customer Registration ID: -- Select One -- Desired Induction Date:

Appointment ID:

State: -- Select One -- [View Cities >](#) NASS Code:  [Search >](#)

City:

Facility:

Desired Facility Name:  [Remove >](#)

\* Mail Preparer ID: -- Select One --

Mail Owner ID:  [Add >](#) Associated Mail Owners:  [Remove >](#)

\* Mail Shape: -- Select One -- Content Name:

Count of Pallets: Sacks: 0 Trays: 0 Bundles: 0 Parcels: 0

Bedded: Sack Count: 0 Tray Count: 0 Bundle Count: 0 Parcel Count: 0

In Home Start Date:  In Home End Date:

eVS Content:  eFile Number:

Number to Duplicate: 1 [Duplicate >](#)

**Content #2** [Clear Content](#)

**Mail Class: Package Services**

\* Customer Registration ID: -- Select One -- Desired Induction Date:

Appointment ID:

State: -- Select One -- [View Cities >](#) NASS Code:  [Search >](#)

City:

Facility:

Desired Facility Name:  [Remove >](#)

\* Mail Preparer ID: -- Select One --

Mail Owner ID:  [Add >](#) Associated Mail Owners:  [Remove >](#)

\* Mail Shape: -- Select One -- Content Name:

Note: Mail < box > should be scheduled as Irregular Parcels and NFM < box > should be scheduled as Mailable Parcels.

\* Package Services Sub-Type: -- Select One -- Perishable:

Count of Pallets: Sacks: 0 Trays: 0 Bundles: 0 Parcels: 0

Bedded: Sack Count: 0 Tray Count: 0 Bundle Count: 0 Parcel Count: 0

In Home Start Date:  In Home End Date:

eVS Content:  eFile Number:

Number to Duplicate: 1 [Duplicate >](#)

**Content #3** [Clear Content](#)

**Mail Class: Periodicals**

\* Customer Registration ID: -- Select One -- Desired Induction Date:

Appointment ID:

State: -- Select One -- [View Cities >](#) NASS Code:  [Search >](#)

City:

Facility:

Desired Facility Name:  [Remove >](#)

\* Mail Preparer ID: -- Select One --

Mail Owner ID:  [Add >](#) Associated Mail Owners:  [Remove >](#)

\* Mail Shape: -- Select One -- News:  Content Name:

Count of Pallets: Sacks: 0 Trays: 0 Bundles: 0 Parcels: 0

Bedded: Sack Count: 0 Tray Count: 0 Bundle Count: 0 Parcel Count: 0

Publication Name:

USPS Publication ID:  OR  [Search >](#)

Publication:

Associated Publications:  [Remove >](#)

Destination Discount:

Zone-Skiping:  Note: When Zone Skiping is checked, OR validation will not be performed.

Number to Duplicate: 1 [Duplicate >](#)

Receive an email once my content has been associated to an appointment.

[Cancel](#) [Clear Contents](#) [Submit >](#)



After CLICKING the **Submit** button, the Stand-Alone content is created and the user is taken to the *Stand-Alone Content Confirmation* page.



The fields and buttons on the *Stand-Alone Content Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Stand-Alone Content table</i>	A table displaying all the information for the Stand-Alone content that was just created.
<i>Content Creator column</i>	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed
<i>Content ID column</i>	Displays the Content ID as a hyperlink.
<i>Mail Preparer column</i>	Displays the Mail Preparer.
<i>Mail Owner(s) column</i>	Displays the Mail Owner(s).
<i>Mail Class column</i>	Displays the Mail Class(es).
<i>Mail Shape column</i>	Displays the Mail Shape(s).
<i>Content Name column</i>	Displays the Content Name
<i>Desired Induction Date column</i>	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
<i>Pallet Count column</i>	Displays the number of pallets.
<i>Bedload Unit Count column</i>	Displays the number of bedloaded units.
<i>Scheduler Name column</i>	Displays the Scheduler Name.
<i>Appointment ID column</i>	Displays the Appointment ID.
<i>Action column</i>	Displays the most recent action.
<i>Return to Home button</i>	Takes the user to the <i>Appointments</i> Landing page.

The *Stand-Alone Content Confirmation* page is displayed on the following page.



Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Stand-Alone Content Confirmation

Your stand-alone content has been successfully updated. Below is a summary of stand-alone content information for your records. To edit a stand-alone content, click the Content ID link to access the Stand-Alone Content Management Page.

Note: An email notification has been sent to associated customers, if applicable.

Content Creator	Content ID	Mail Preparer	Mail Owner (s)	Mail Class	Mail Shape	Mail Content Name	Desired Induction Date	Pallet Count	Bedloaded Unit Count	Scheduler Name	Appointment ID	Action	Desired Facility
FASTSCHED01 (SCHEDULER)	910001018	FAST TESTER 9		Standard	Letter		07/29/2010	1	0	FASTSCHED01 (SCHEDULER)		Created	NEW YORK

[Return to Home](#)

Site Map | Customer Service | Forms | Gov't Services | Careers | Privacy Policy | Terms of Use | Business Customer Gateway

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**Note:**

An email will be sent to the scheduler notifying them of the contents that need to be associated to an appointment. Once the content has been associated by the scheduler, an email will be sent to the user confirming the transaction if the user selected the "Receive an email once my content has been associated to an appointment" checkbox.

### 6.4.2 Associate a Stand-Alone Content

Once Stand-Alone content has been created, it can be added to a new or existing appointment via the normal appointment creation (reference Section 6.1 – Create New Appointment) and appointment management (reference Section 6.2 – Manage Existing Appointment).



To add a Stand-Alone content to a new appointment, the user should navigate to the *Appointment Slot Availability* page, input the data and then CLICK the **Add Content** button. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.

To add a Stand-Alone content to an existing appointment, the user should navigate to the *Appointment Management* page, and then CLICK the **Manage Content** button. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.





**Note:**

The user can filter the Stand-Alone content that is displayed on the *Associate Stand-Alone Content* page by checking the “Only display Stand-Alone Content(s) with a Facility of <the appointment scheduled Facility>” checkbox.

The user can also choose to select all the Associate Content checkboxes that are displayed on the *Associate Stand-Alone Content* page by checking the “Select all Stand-Alone Content to associate” checkbox.



The fields and buttons on the *Associate Stand-Alone Content* page are described below. A snapshot of the page is displayed after the field description.

<i>Customer Registration ID</i>	The Customer Registration ID of the Mail Scheduler selected by the mail owner/mail preparer.
<i>Scheduler ID</i>	The Scheduler ID of the Mail Scheduler selected by the mail owner/mail preparer.
<i>Scheduler Name</i>	The Name of the Mail Scheduler selected by the mail owner/mail preparer.
<i>Facility Name</i>	The name of the facility to which the appointment is scheduled to be delivered.
<i>NASS Code</i>	The three to five character NASS Code of the facility to which the appointment is scheduled to be delivered.
<i>Appointment Date</i>	The date of the appointment.
<i>Appointment Time</i>	The time of the appointment.
<i>Appointment Type</i>	The type of appointment.
<i>Mail Class(es)</i>	The Mail Class(es) associated with the Appointment.
<i>Checkbox</i>	Checkbox the user may select to only display Stand-Alone content that has the same Desired Induction Facility for the content as the Facility for the appointment being created.
<i>Checkbox</i>	Checkbox the user may select to only select all of the Stand-Alone content(s) that displays on the page.
<i>Submit button</i>	Refreshes the associate Stand-Alone content page and only display the Stand-Alone content where the Desired Induction Facility for the content is the same as the Facility for the appointment being created and/or selects all of the Stand-Alone content(s) that display on the page.
<i>Associate Stand-Alone Content table</i>	A table displaying all the information for the Stand-Alone content waiting to be associated.

<i>Associate Content column</i>	The column containing the Associate Content checkboxes.
<i>Reject Content column</i>	The column containing the Reject Content checkboxes.
<i>Content Creator column</i>	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed
<i>Content ID column</i>	Displays the Content IDs.
<i>Mail Preparer column</i>	Displays the Mail Preparer name.
<i>Mail Class column</i>	Displays the Mail Class of the content.
<i>Mail Shape column</i>	Displays the Mail Shape of the content.
<i>Content Name column</i>	Displays the name of the content.
<i>Desired Induction Date column</i>	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
<i>Pallet Count column</i>	Displays the number of pallets associated with the content.
<i>Bedloaded Unit Count column</i>	Displays the number of bedloaded units associated with the content.
<i>Comments column</i>	Displays any comments associated with the content.
<i>Desired Facility column</i>	Displays the desired facility of the content, if applicable.
<i>Cancel button</i>	Takes the user back to the <i>Add/Edit Content Information</i> page.
<i>Continue button</i>	Associates the selected contents to the appointment and removes any rejected contents associated to the user's Scheduler ID.

The *Associate Stand-Alone Content* page is displayed on the following page.



Facility Access and Shipment Tracking (FAST)

- Appointments**
  - [Create New Appointment](#)
  - [Manage Existing Appointment](#)
  - [Create Stand-Alone Content](#)
  - [Manage Stand-Alone Content](#)
  - [Manage Closeout Information](#)
  - [Manage Unscheduled Arrival](#)
- Recurring Appointments**
- Facilities**
  - [Profiles](#)
  - [Reports](#)
  - [Resources](#)
  - [Origin Entry](#)
  - [TEM](#)

## Facility Access and Shipment Tracking (FAST)

### Associate Stand-Alone Content

[Return to Previous Screen](#)

Below are the Stand-Alone contents that are associated to your Customer Registration ID. Select the contents you would like to associate to your appointment and click Continue to associate contents. You may also release content. Releasing content disassociate the content from your Customer Registration ID.

Customer Registration ID: 10001269  
 Scheduler ID: 200240000044  
 Scheduler Name: FASTSCHED01 (SCHEDULER)  
 Facility Name: NEW YORK  
 NASS Code: 100  
 Appointment Date: 07/28/2010  
 Appointment Time: 16:00  
 Appointment Type: Pallet  
 Mail Class(es): Standard

- Only display Stand-Alone Content(s) with a Desired Facility of 100 - NEW YORK [Submit >](#)
- Select all Stand-Alone Content to associate

Associate Content	Reject Content	Content Creator	Content ID	Mail Preparer	Mail Class	Mail Shape	Content Name	Desired Induction Date	Pallet Count	Bedloaded Unit Count	Comments	Desired Facility
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000762	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000763	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000764	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000765	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000766	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000767	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000768	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000769	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000770	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000771	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		

First | Prev | Page 1, 2, 3, 4, 5 | Next | Last | Total (47 results)

[Cancel](#)

[Continue >](#)



After checking the **Associate Content** checkbox, CLICK the **Continue** button to continue the associate Stand-Alone content process. If the selected Stand-Alone content has a Desired Induction Facility that is the same as the Facility specified for the appointment, the user is taken to the *Add/Edit Content Information* page. At this point, the user can add additional contents (see section 6.1.3 – *Adding Content Information to an Appointment*) or CLICK the **Submit** button to create the appointment. The user is then taken to the *Appointment Confirmation* page to view a summary of the appointment. If the Desired Induction Facility does not match the facility specified for the appointment, the user will be taken to the *Confirm Stand-Alone Content Association* page (see section 6.4.4 – *Confirm Stand-Alone Content Association*) where they may choose to keep the selected content or return to the *Associate Stand-Alone Content* page.



The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	The appointment ID to which the content was associated.
<i>Customer Registration ID</i>	The customer registration ID of the user who created the content.
<i>Scheduler Name</i>	The scheduler name of the scheduler who created the content.
<i>Facility Name</i>	The name of the facility to which the appointment is scheduled to be delivered.
<i>NASS Code</i>	The three to five character NASS Code of the facility with which the appointment is associated.
<i>Appointment Date</i>	The scheduled date of the appointment.
<i>Appointment Time</i>	The scheduled time of the appointment.
<i>Content ID</i>	The content ID number(s) of the content associated with the appointment.
<i>Bill of Lading Number</i>	The Bill of Lading number associated with the appointment.
<i>Total Number of Pallets</i>	The total number of pallets associated with the appointment.
<i>Total Number of Bedloaded Units</i>	The total number of bedloaded units associated with the appointment.
<i>Return to Home button</i>	Takes the user back to the Appointments Landing page.



> [Appointments](#)

[Create New Appointment](#)

[Manage Existing Appointment](#)

[Create Stand-Alone Content](#)

[Manage Stand-Alone Content](#)

[Manage Closeout Information](#)

[Manage Unscheduled Arrival](#)

**Recurring Appointments**

[Facilities](#)

[Profiles](#)

[Reports](#)

[Resources](#)

[Origin Entry](#)

[TEM](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Appointment Confirmation

Your appointment has been successfully created. Below is a summary of the appointment information for your records. To edit this appointment, click the Appointment ID link to access the Appointment Management page.

Note: An email notification has been sent to associated customers, if applicable.

Appointment ID: [910000658](#)

Customer Registration ID: 10001269

Scheduler ID: 200240000044

Scheduler Name: FASTSCHED01 (SCHEDULER)

Facility Name: NEW YORK

NASS Code: 100

Appointment Date: 07/28/2010

Appointment Time: 16:00

Content ID: 910000762

Bill of Lading Number:

Vehicle ID:

Total Number of Pallets: 3

Total Number of Bedloaded Units: 0

[Return to Home](#)

[Site Map](#)
[Customer Service](#)
[Forms](#)
[Gov't Services](#)
[Careers](#)
[Privacy Policy](#)
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[Business Customer Gateway](#)

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### 6.4.3 Manage a Stand-Alone Content

From the *Appointments* landing page, a user may CLICK the *Manage Stand-Alone Content* link to access the *Search Existing Stand-Alone Content* page to search for a Stand-Alone content to manage. A user may manage a Stand-Alone content by editing any of the fields on the content grid.

A user has the option to search for a Stand-Alone content by either the scheduler ID or the content ID of the Stand-Alone content. The resulting search page appears two different ways, depending on the how the user searches for the Stand-Alone content.



To manage a Stand-Alone content, the user should CLICK the **Manage Stand-Alone Content** link to get to the *Search Existing Stand-Alone Content* page. The user selects *Customer Registration ID* or *Content ID* from the **Search By** menu, and then either selects a customer registration ID or enters a content ID, depending on which search option was selected. Once the user clicks **Search**, the *Search Existing Stand-Alone Content* page reloads with a *Stand-Alone Content Summary*. The fields and buttons for the Customer Registration ID search are described below. A snapshot is displayed after the field description.

<i>*Search By:</i>	Drop-down box to select to search by scheduler ID or content ID.
<i>*Customer Registration ID</i>	Drop-down box to select the customer registration ID to search.
<i>Cancel button</i>	Takes user back to the <i>Appointments</i> landing page.
<i>Search button</i>	Reloads page with a <i>Stand-Alone Content Summary</i> table.
<i>Stand-Alone Content Summary table</i>	A table displaying all the information for the Stand-Alone content waiting to be associated.
<i>Manage Content column</i>	The column containing the Manage Content checkboxes.
<i>Reject Content column</i>	The column containing the Reject Content checkboxes.
<i>Content Creator column</i>	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
<i>Content ID column</i>	Displays the Content IDs.
<i>Mail Preparer column</i>	Displays the Mail Preparer name.
<i>Mail Owner column</i>	Displays the Mail Owner name.
<i>Mail Shape column</i>	Displays the Mail Shape of the content.
<i>Content Name column</i>	Displays the name of the content.
<i>Desired Induction Date column</i>	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
<i>Pallet Count column</i>	Displays the number of pallets associated with the content.
<i>Scheduler column</i>	Displays the Scheduler name.
<i>Cancel button</i>	Takes the user back to the <i>Appointments</i> landing page.
<i>Manage Content button</i>	Takes the user to the <i>Manage Stand-Alone Content</i> page.

The *Search Existing Stand-Alone Content* page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

### Search Existing Stand-Alone Content

#### Choose Search Criteria

Please select the search method and enter the required content information. Then click Search to locate the stand-alone content. You may search by Customer Registration ID, Scheduler ID or Content ID. (\* Required Fields)

NOTE: Once a content has been associated to an appointment, you must search for it through the Manage Existing Appointment link using the Appointment ID to which it is associated.

\* Search By:

\* Customer Registration ID:

### Stand-Alone Content Summary

Below is the stand-alone content information you requested. Click the Content ID link to access the stand-alone content information you would like to view/edit.

Manage Content	Reject Content	Content Creator	Content ID	Mail Preparer	Mail Owner	Mail Class	Mail Shape	Content Name	Desired Induction Date	Pallet Count	Bedload Units	Scheduler
<input type="checkbox"/>	<input type="checkbox"/>	FASTSCHED01 (SCHEDULER)	910000863	MYNAME_03222010		Standard	Machinable Parcel	Step 138	07/31/2010	5	0	



After checking the Manage Content checkbox, CLICK the Manage Content button to continue the manage Stand-Alone content process. The user is taken to *the Manage Stand-Alone Content* page. The *Manage Stand-Alone Content* page is similar to the screenshot of the Create Stand-Alone Content page in Section 6.3.1 Create a Stand-Alone Content. The user may manage fields on the content grid and CLICK the Submit button.

The *Manage Stand-Alone Content* page is displayed on the following page.



### Facility Access and Shipment Tracking (FAST)

#### Manage Stand-Alone Content

Below is the stand-alone content information you requested. Edit the information as needed and click Submit to save.

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (\* Required Fields)

Update Content Capacity:	Package Services	Periodicals
Standard 1	0	0
<a href="#">Manage Content</a>		

Content ID: 910001018  Cancel Content

Mail Class: Standard

\* Customer Registration ID: FASTSCHED01 (SCHEDULER) - 10001 \* Desired Induction Date: 07/29/2010

Appointment ID:

State: -- Select One -- [View Cities >](#) NASS Code:  [Search >](#)

City:

Facility:

Desired Facility Name: 100 - NEW YORK [Remove >](#)

\* Mail Preparer ID: FAST TESTER 9 - 10000

Mail Owner ID:  [Add >](#) Associated Mail Owners:  [Remove >](#)

\* Mail Shape: Letter Content Name:

Count of Pallets:  Sacks: 0 Trays: 1 Bundles: 0 Parcels: 0

Bedloaded:  Sack Count: 0 Tray Count: 0 Bundle Count: 0 Parcel Count: 0

In Home Start Date:   In Home End Date:

eVS Content:  eFile Number:

Number to Duplicate: 1 [Duplicate >](#)

Receive an email once my content has been associated to an appointment.

[Cancel](#) [Submit >](#)

The validation could also output a warning on the Confirm Content page. A warning means that there is an incomplete redirection or specific conditions may apply (e.g. truck size limitation). A number of warning messages could appear advising the user of restrictions on the scheduled content. A snapshot of a confirmation warning is displayed on the following page.



**Note:** The Desired Induction Facility search tag located in the *Manage Stand-Alone Content* page will display in read-only format for content that was created via Web Services. The Desired Induction Facility information for Web Services created content can only be updated via Web Services.



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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Confirm Content Management Information

Warning! Redirections are reflected in the Drop Ship Product for:

Content #1: Some Periodicals/Flats are redirected to [63Z-SAINT LOUIS BMC](#). Please refer to the Mail Direction Search Report or Drop Ship Product for the correct accepting facility.

To proceed with the appointment, click the 'Yes' button, or else click the 'No' button to go back to the content page.

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**Note:**

The NASS Code – Facility Name in the error or warning messages for a Default facility is a hyperlink to the *Facility Profile – Additional Information* page for the specified facility.

#### 6.4.4 Confirm Stand-Alone Content Association

The *Confirm Stand-Alone Content Association* page will display in the following cases:

**When creating or managing an appointment:**

Stand-Alone content can be added to a new or existing appointment via the normal appointment creation (reference Section 6.1 – Create New Appointment) or via the normal appointment management process (reference Section 6.2 – Manage Existing Appointment).

If the Stand-Alone content being associated to an appointment ID has a Desired Induction Facility that is different from the Facility being used to create the appointment, upon clicking the **Continue** button, the user will be taken to the *Confirm Stand-Alone Content Association* page. On this page, the user can choose to keep the selected content and CLICK the **Yes** button, to be taken to the *Add/Edit Content*

Information page and continue the Stand-Alone content process. Otherwise, the user the user can CLICK the **No** button to return to the *Associate Stand-Alone Content* page.



The fields and buttons on the *Confirm Stand-Alone Content Association* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	Displays the Appointment ID associated to the new appointment, this hyperlink will direct the user to the <i>Appointment Management</i> page where a user may edit the appointment.
<i>Customer Registration ID</i>	ID associated with the appointment's mailer.
<i>Scheduler ID</i>	Scheduler ID associated with the appointment's mailer.
<i>Scheduler Name</i>	The name of the company scheduling the appointment.
<i>Facility Name</i>	The name of the facility of the appointment.
<i>NASS Code</i>	The three to five character NASS Code of the facility to which the appointment is scheduled to be delivered.
<i>Appointment Date</i>	The date of the appointment.
<i>Appointment Time</i>	The time of the appointment.
<i>Appointment Type</i>	The selected appointment type.
<i>Bill of Lading</i>	The Bill of Lading number associated to the appointment.
<i>Vehicle ID</i>	The ID associated to the vehicle.
<i>Total Number of Pallets</i>	The number of pallets in the appointment.
<i>Total Number of Bedloaded Units</i>	The total number of bedloaded units associated with the appointment.
<i>Stand-Alone Content Summary table</i>	A table displaying all the information for the Stand-Alone content waiting to be associated.
<i>Content Creator column</i>	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
<i>Content ID column</i>	Displays the Content IDs.

<i>Appointment ID column</i>	Displays the Appointment ID.
<i>Mail Preparer column</i>	Displays the Mail Preparer name.
<i>Mail Class column</i>	Displays the Mail Class of the content.
<i>Mail Shape column</i>	Displays the Mail Shape of the content.
<i>Content Name column</i>	Displays the name of the content.
<i>Desired Induction Date column</i>	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
<i>Pallet Count column</i>	Displays the number of pallets associated with the content.
<i>Bedloaded Unit Count column</i>	Displays the number of bedloaded units associated with the content.
<i>Comments column</i>	Displays any comments associated with the content.
<i>Desired Facility column</i>	Displays the desired facility of the content, if applicable.
<i>No button</i>	Displays the Associate Stand-Alone Content page.
<i>Yes button</i>	Displays the Add/Edit Content Information page.



**Appointments**

- [Create New Appointment](#)
- [Manage Existing Appointment](#)
- [Create Stand-Alone Content](#)
- [Manage Stand-Alone Content](#)
- [Manage Closeout Information](#)
- [Manage Unscheduled Arrival](#)

**Recurring Appointments**

**Facilities**

- [Profiles](#)
- [Reports](#)
- [Resources](#)
- [Origin Entry](#)
- [TEM](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

Confirm Stand-Alone Content Association

[Return to Previous Screen](#)

Customer Registration ID: 10001269  
Scheduler ID: 20024000044  
Scheduler Name: FASTSCHED01 (SCHEDULER)  
Facility Name: NEW YORK  
NASS Code: 100  
Appointment Date: 07/28/2010  
Appointment Time: 16:00  
Total Number of Pallets: 0  
Total Number of Bedloaded Units: 0

Please note that the Desired Induction Facility for the following contents does not match the Appointment's Facility.  
Are you sure you want to continue? To proceed click the 'Yes' button or else, click the 'No' button to go back to the Associate Stand-Alone content page.

Content Creator	Content ID	Appointment ID	Mail Preparer	Mail Class	Mail Shape	Content Name	Desired Induction Date	Pallet Count	Bedloaded Unit Count	Comments	Desired Facility
FASTSCHED01 (SCHEDULER)	910000762	N/A	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		

Total (1 result)

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**When creating or managing Stand-Alone content:**

Stand-Alone content can be created via the normal Stand-Alone content creation (reference Section 6.4.1 – Create a Stand-Alone Content) and managed via the normal Stand-Alone management process (reference Section 6.4.3 – Manage a Stand-Alone Content).

If the user chooses to associate an appointment ID for a Facility different than the specified Desired Induction Facility for the Stand-Alone content during the Stand-Alone content creation or Stand-Alone content management process, upon CLICKING the **Submit** button, the *Confirm Stand-Alone Content Association* page will display. A warning will display on the *Confirm Stand-Alone Content Association* page warning the user that the Facility specified for the appointment ID is not the same as the Desired Induction Facility specified for the content. The user can CLICK the **Yes** button, to be taken to the *Stand-Alone Content Confirmation* page. Otherwise, the user the user can CLICK the **No** button to return to the *Associate Stand-Alone Content* page



The fields and buttons on the *Confirm Stand-Alone Content Association* page are described below. A snapshot of the page is displayed after the field description.

<i>Stand-Alone Content Summary table</i>	A table displaying all the information for the Stand-Alone content waiting to be associated.
<i>Content Creator column</i>	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
<i>Content ID column</i>	Displays the Content IDs.
<i>Appointment ID column</i>	Displays the Appointment ID.
<i>Mail Preparer column</i>	Displays the Mail Preparer name.
<i>Mail Class column</i>	Displays the Mail Class of the content.
<i>Mail Shape column</i>	Displays the Mail Shape of the content.
<i>Content Name column</i>	Displays the name of the content.
<i>Desired Induction Date column</i>	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
<i>Pallet Count column</i>	Displays the number of pallets associated with the content.
<i>Bedloaded Unit Count column</i>	Displays the number of bedloaded units associated with the content.
<i>Comments column</i>	Displays any comments associated with the content.
<i>Desired Facility column</i>	Displays the desired facility of the content, if applicable.
<i>No button</i>	Displays the Associate Stand-Alone Content page.
<i>Yes button</i>	Displays the Add/Edit Content Information page.



Facility Access and Shipment Tracking (FAST)

**Appointments**  
[Create New Appointment](#)  
[Manage Existing Appointment](#)  
[Create Stand-Alone Content](#)  
   ▶ [Manage Stand-Alone Content](#)  
[Manage Closeout Information](#)  
[Manage Unscheduled Arrival](#)

**Recurring Appointments**  
[Facilities Profiles](#)  
[Reports](#)  
[Resources](#)  
[Origin Entry](#)  
[TEM](#)

[Return to Previous Screen](#)

**Confirm Stand-Alone Content Association**

01Z - SPRINGFIELD BMC was specified as the Facility for Appointment ID: 910000647. The content selected to be associated has 100 - NEW YORK as the Desired Facility.

Please note that the Desired Induction Facility for the following contents does not match the Appointment's Scheduled Facility.

Are you sure you want to continue? To proceed click the "Yes" button or else, click the "No" button to go back to the Manage Stand-Alone Content page.

Content Creator	Content ID	Appointment ID	Mail Preparer	Mail Class	Mail Shape	Content Name	Desired Induction Date	Pallet Count	Bedloaded Unit Count	Comments	Desired Facility
FASTSCHED01 (SCHEDULER)	N/A	910000647	FASTSCHED01 (SCHEDULER)	Standard	Letter		07/28/2010	1	0		NEW YORK
Total (1 result)											

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## 6.5 Create a Drop Ship One Time Appointment Shell

The *Create New Appointment* module allows the User to create a One-Time Appointment shells (One-Time appointments with no associated content). Content may be added at a later time by the Scheduler or Mail Owner/Mail Preparer. One-Time Appointment shells must have at least one associated content one hour prior to the scheduled appointment date/time or the One-Time Appointment Shell will be automatically cancelled.

This section includes:

6.5.1 Creating a Drop Ship One-Time Appointment Shell

6.5.2 Confirming a Drop Ship One-Time Appointment Shell

### 6.5.1 Creating a JIT One-Time Appointment Shell

A One-Time Appointment shell can be created via the *Create New Appointment* module. This module outlines actions a user may perform to create a new One-Time appointment as well as Appointment Shell in FAST.

Users may create a new One-Time Appointment Shell by following the same steps for creating a new One-Time Appointment in FAST. A user must first search for an available hour for the desired date, volume capacity and appointment type at a specified facility. Once the user has selected an available time, the user is directed to the *Add/Edit Content Information* page. An Appointment Shell is created upon the user selecting the **Submit** button on the *Add/Edit Content Information* page without entering any content information.



The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
<i>Update Content Capacity: Standard</i>	The number of expected Standard contents to be created with the appointment. It is only available if the <b>Standard</b> checkbox was checked on the Appointment Slot Availability screen.
<i>Update Content Capacity: Package Services</i>	The number of expected Package Services contents to be created with the appointment. It is only available if the <b>Package Services</b> checkbox was checked on the Appointment Slot Availability screen.
<i>Update Content Capacity: Periodicals</i>	The number of expected Periodicals contents to be created with the appointment. It is only available if the <b>Periodicals</b> checkbox was checked on the Appointment Slot Availability screen.
<i>Manage Content button</i>	Refreshes the <i>Add/Edit Content Information</i> page and displays a content form for each content requested.
<i>Cancel button</i>	Directs the user to the <i>Just In Time (JIT) One-Time Appointment</i> page.
<i>Submit button</i>	Creates an Appointment Shell and redirects the user to the JIT One-Time Appointment Confirmation page.

The *Add/Edit Content Information* page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

### Add/Edit Content Information

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (\* Required Fields)

#### Selected Criteria

Customer Registration ID: 4433047  
 Scheduler ID: 999999999980  
 Scheduler Name: Mailer 1  
 Facility Name: SPRINGFIELD BMC  
 NASS Code: 01Z  
 Maximum Truck Length: 65 ft.  
 Appointment Date: 03/01/2010  
 Appointment Time: 15:00  
 Appointment Type: Pallet  
 Mail Class(es): Standard

To add content information, select the number of contents to add and click "Manage Content".  
 Click the "Submit" button to bypass content creation and create an appointment shell.

#### Update Content Capacity:

Standard

Package Services

Periodicals

[Manage Content](#)

[Cancel](#)

[Submit >](#)

### 6.5.2 Confirming a Drop Ship One-Time Appointment Shell

Once a user has the One-Time appointment date, time and mail class(es), the *Appointment Confirmation* page displays confirming the One-Time appointment shell. A note will display to warn the user that no contents are associated to the appointment.



The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Note</i>	Displays to warn the user that an appointment shell has been created:  "Note: There are no contents associated to this appointment. The appointment will not appear on the facility schedule until contents are added."
<i>Appointment ID</i>	Displays the ID associated to the new appointment and is a hyperlink to the



	<i>Appointment Management</i> page where a user may edit the appointment.
<i>Customer Registration ID</i>	ID associated with the appointment's mailer.
<i>Scheduler Name</i>	The name of the company scheduling the appointment.
<i>Facility Name</i>	The name of the facility of the appointment.
<i>Facility ID</i>	The ID associated with the facility.
<i>Appointment Date</i>	The date of the appointment.
<i>Appointment Type</i>	The selected appointment type.
<i>Content ID</i>	The ID(s) associated to the content(s) associated to the new appointment.
<i>Bill of Lading</i>	The Bill of Lading number associated to the appointment.
<i>Total Number of Pallets</i>	The number of pallets in the appointment.

The *Appointment Confirmation* page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

### Appointment Confirmation

Your appointment has been successfully created. Below is a summary of the appointment information for your records. To edit this appointment, click the Appointment ID link to access the Appointment Management page.

**Note:** There are no contents associated to this appointment. The appointment will not appear on the facility schedule until contents are added.

Appointment ID: [910000515](#)  
Customer Registration ID: 4433047  
Scheduler ID: 999999999980  
Scheduler Name: Mailer 1  
Facility Name: SPRINGFIELD BMC  
NASS Code: 01Z  
Appointment Date: 03/01/2010  
Appointment Time: 15:00  
Content ID:  
Bill of Lading Number:  
Vehicle ID:  
Total Number of Pallets: 0  
Total Number of Bedloaded Units: 0

[< Return to Home](#)

- ▶ Appointments
  - [Create New Appointment](#)
  - [Manage Existing Appointment](#)
  - [Create Stand-Alone Content](#)
  - [Manage Stand-Alone Content](#)
  - [Manage Closeout Information](#)
  - [Manage Unscheduled Arriva](#)
- Recurring Appointments
  - [Facilities](#)
  - [Profiles](#)
  - [Reports](#)
  - [Resources](#)
  - [Origin Entry](#)
  - [Customer / Supplier](#)
  - [Agreements](#)
  - [TEM](#)

## 6.6 Drop Entry Point System (DEPS)

The *Drop Entry Point System (DEPS)* section describes DEPS and how it will affect you. The *Drop Entry Point System (DEPS)* section is outlined below:

- 6.6.1 What is DEPS?
- 6.6.2 Effects of DEPS

### 6.6.1 What is DEPS?

DEPS is an internal USPS FAST subsystem that facilitates the creation and management of mail redirections, CINs and CIN Groups to improve drop ship accuracy. The information maintained in DEPS is then used to ensure appointments are created in FAST at the correct facility to claim a destination discount. The DEPS application also creates a downloadable Mail Direction file (version 1 and version 2) that Mailers can use in their own systems processing. The redirection information for a facility will be visible on the *Facility Profile – Additional Information* page (Section 2.1).

### 6.6.2 Effects of DEPS

FAST uses the DEPS information to check that the correct type of mail is dropped at the correct facility. Once you have clicked submit at the end of the *Add Content Information* page to create an appointment, FAST checks each contents' mail class and mail shape against current and future redirections maintained in DEPS. If the validation fails, one of two error messages is displayed above the content that is not valid. "<CIN Group> is not accepted at this facility; please refer to the Mail Direction Search Report or the Drop Ship Product for an accepting facility." Or, "<CIN Group> are not accepted at this Facility. Please clear content and create an appointment at <NASS Code – Facility Name>".

**This page has been intentionally left blank.**

## 7.0 Recurring Appointments

A recurring appointment is classified as an appointment that happens on a consistent frequency, on the same day or days, at the same time of day, with usually the same contents and using the same form and size of transportation. The appointment may occur every week through the entire time period or on selected weeks in the time period. The *Recurring Appointments* section details the processes for requesting a recurring appointment and managing recurring appointment instances in FAST.

Postal customers are encouraged to request a recurring appointment online using FAST. The traditional process of submitting the PS Form 6241 has been made available for creation and management of recurring appointments within FAST. For consolidation scenarios, the electronic submission will allow multiple customers to work together in providing the most accurate information to USPS with regards to recurring appointments. The scheduler can enter the appointment and content information (single entity scheduling) or the scheduler can create the appointment level information and work with mail owner(s)/mail preparer(s) to provide content level information. This process is better known as joint scheduling. Once both the appointment level information and the content level information have been provided in FAST, the request is then directed to the selected USPS facility for approval.

FAST USPS and customer users are able to search for a single appointment instance of the recurring appointment series. They may edit the appointment and content information for the appointment instance. However, a new recurring appointment request must be submitted if the USPS customer wants to change the appointment or content information for an entire recurring appointment series. The new request must go through the same approval process as the original request.

The *Recurring Appointments* section describes how a user may request a recurring appointment online and how to manage a single instance of a recurring appointment. The section includes:

**7.1 Request a Recurring Appointment** – Describes how a user may create and submit a recurring appointment request in FAST

**7.2 Manage a Recurring Appointment/Request** – Describes how a user may edit or cancel a recurring appointment request in FAST

**7.3 Manage a Recurring Appointment Instance** – Describes how a user may edit or cancel a recurring appointment instance

**7.4 Create a Drop Ship Recurring Appointment Shell** – Describes how a user may create an appointment shell.

**7.5 Manage a Publication Exclusion** – Describes how a user may create, manage, or cancel a publication exclusion

### 7.1 Request a Recurring Appointment

FAST allows customers to submit recurring appointment requests online instead of completing the PS Form 6241 and submitting it to a facility for approval and subsequent recurring appointment creation. When a user makes the request online, the user specifies the details of the recurring appointment. The scheduler could input the logistics information of the recurring appointment (facility, frequency, time of day, etc) and the recurring content associated to the recurring appointment, or the scheduler can input only the logistics information and have mail owners and/or mail preparers input content information for the recurring appointment request. Once the logistics and the content information have been created the recurring appointment is submitted to the USPS facility for review and approval. Once approved, FAST will create a master record of the recurring appointment in the system and the recurring appointment is considered to be active

Once the recurring appointment is active, FAST schedules individual instances of the recurring appointment beginning 15 days after the USPS user approves the recurring appointment request in FAST. If an appointment instance needs to be created within the 15 day window, it must be created as a one-time appointment in addition to the recurring appointment. FAST schedules recurring appointment instances before any other appointment, which gives the recurring appointment highest priority.



**Note:**

Specific rules apply to recurring appointments. Please reference Publication 804 for a complete list.

The *Recurring Appointment Creation* section details the above process and is outlined below:

- 7.1.1 Create a Recurring Appointment
- 7.1.2 Add Recurring Content Information
- 7.1.3 Confirm Recurring Appointment Creation
- [7.1.4 Creating an Appointment for a Multi-Stop](#)
- [7.1.5 Multi-Stop Management](#)

### 7.1.1 Create a Recurring Appointment Request

A user is encouraged to create a recurring appointment request online in FAST without submission of PS Form 6241 to a USPS facility. This enables the user to submit the data electronically and receive email confirmation once USPS reviews and approves the recurring appointment request. The online capability also gives the capability for mail owners and mail preparers to work with the scheduler to schedule a recurring appointment. Hence all the process owners associated to the recurring appointment will have visibility into the appointment. A user begins the process by CLICKING the **Request New Recurring Appointment** link, or associated **Go>** button, to display the *Request New Recurring Appointment* page.



The fields and buttons on the *Request New Recurring Appointment* page are described below. A snapshot of the page is displayed after the field description.

<i>Sequence Number</i>	Input box to enter the Sequence Number of the recurring appointment to copy; used to leverage the information for an existing recurring appointment.
<i>Create Copy button</i>	Displays the Create Recurring Appointment page populated with information from the sequence number that the user wants to utilize.
<i>Create New from Existing button</i>	Displays the Search for Existing Appointment Information page where the user can search for an existing recurring appointment and leverage the information by copying the appointment.
<i>State</i>	Drop-down box listing all state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state.

<i>Search button</i>	Retrieves the facilities associated to the City and State and populates them in the Facility drop-down box.
<i>NASS Code</i>	Input box to enter the three to five character NASS Code of the facility.
<i>Search button</i>	Retrieves the facility associated to the NASS Code and populates it in the Facility drop-down box.
<i>*Facility</i>	Drop-down box containing facilities associated with the selected search city/state or NASS Code search criteria.
<i>*Mail Class</i>	Selects the mail class(es) of the appointment.
<i>All Contents are Perishable checkbox</i>	Indicates that the appointment contains all perishable contents.
<i>*Customer Registration ID</i>	Drop-down box listing the ID associated with the appointment's mailer.
<i>*Select Date Range</i>	Selects the beginning date and the end date within which the recurring appointment will be active.
<i>*Appointment Time</i>	Drop-down box listing the time the appointment will be scheduled to arrive at the facility.
<i>*Appointment Type</i>	Drop-down box listing the appointment types to choose from.
<i>Number of Pallet Positions</i>	The number of pallet positions of the appointment (Required for speedline appointments).
<i>*Scheduling Frequency</i>	Selects which day(s) of the week and which week(s) within the selected date range on which the recurring appointment is to occur.
<i>Comments</i>	Displays any additional comments regarding the appointment.
<i>Add Content button</i>	Displays the Add Recurring Content Information page.
<i>Cancel button</i>	Returns the user to the Appointment Management page without creating the appointment.

The *Request New Recurring Appointment* page is displayed on the following page.



[Home](#) | [Sign Out](#)

Facility Access and Shipment Tracking (FAST)

- [Appointments](#)
- [Recurring Appointments](#)
  - [Request New Recurring Appointment](#)
  - [Manage Recurring Appointment Request](#)
- [Facilities](#)
- [Profiles](#)
- [Reports](#)
- [Resources](#)
- [Origin Entry](#)
- [Customer / Supplier Agreements](#)
- [TEM](#)

## Facility Access and Shipment Tracking (FAST)

### Request New Recurring Appointment

Please enter the following information to create a recurring appointment. For frequency, please select the day or days the appointment should occur and the week or weeks the appointment should occur within the selected date range. Please select all week options to indicate the appointment should occur on a weekly basis. Once the information has been entered, select the Add Content button to enter content summary information for each mailing in the recurring appointment. (\* Required Fields)

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS code for the facility. If the NASS code is not known, use option 1.

Sequence Number:	<input type="text"/>	<a href="#">Create Copy &gt;</a>	<a href="#">Create New from Existing &gt;</a>
State:	<input type="text" value="- Select One -"/>	<a href="#">View Cities &gt;</a>	NASS Code: <input type="text"/> <a href="#">Search &gt;</a>
City:	<input type="text"/>		
* Facility:	<input type="text"/>		
* Mail Class:			
<input type="checkbox"/> Standard			
<input type="checkbox"/> Package Services			
<input type="checkbox"/> Periodicals			
<input type="checkbox"/> All contents are Perishable			
* Customer Registration ID: <input type="text" value="- Select One -"/>			
* Select Date Range: <input type="text" value="10/05/2006"/> To: <input type="text" value="10/05/2999"/>			
* Appointment Time: <input type="text" value="- Select One -"/>			
* Appointment Type: <input type="text" value="- Select One -"/>			
Number of Pallet Positions: <input type="text"/>			
* Scheduling Frequency			
<input type="checkbox"/> Daily		<input type="checkbox"/> Weekly	
<input type="checkbox"/> Saturday		<input type="checkbox"/> Bi-Weekly	
<input type="checkbox"/> Sunday		<input type="checkbox"/> First Week	
<input type="checkbox"/> Monday		<input type="checkbox"/> Second Week	
<input type="checkbox"/> Tuesday		<input type="checkbox"/> Third Week	
<input type="checkbox"/> Wednesday		<input type="checkbox"/> Fourth Week	
<input type="checkbox"/> Thursday		<input type="checkbox"/> Fifth Week	
<input type="checkbox"/> Friday		<input type="checkbox"/> Sixth Week	
Comments: <input type="text"/>			
<a href="#">Add Content</a>		<a href="#">Cancel</a>	





To enter appointment level information and access the *Add Recurring Content Information* page, perform the following steps on the *Request New Recurring Appointment* page:

1. SELECT the **Facility** of the appointment  
*To Search for a Facility by state and city:*
  - a. SELECT a State from the drop-down box
  - b. CLICK the **View Cities** button
  - c. SELECT a city from the **City** drop-down box
  - d. CLICK the **Search** button  
*To search for a Facility by NASS Code:*
  - e. ENTER the three to five character NASS Code in the **NASS Code** textbox
  - f. CLICK the **Search** button
2. SELECT the **Mail Class(es)** of the appointment
3. CHECK if **All Contents are Perishable** on the appointment
4. SELECT the **Customer Registration ID** of the appointment
5. SELECT the **Date Range** the recurring appointment is to occur within
6. SELECT the **Appointment Time** the appointment is to arrive at the facility
7. SELECT the **Appointment Type** of the appointment
8. ENTER the **Number of Pallet Positions** of the appointment
9. SELECT the **Scheduling Frequency** of the appointment
10. ENTER any additional **Comments** regarding the appointment
11. CLICK the **Add Content** button to display the *Add Recurring Content Information* page

### 7.1.2 Add Recurring Content Information

The *Add Recurring Content Information* page associates content information to a recurring appointment request. The user can add Origin Entry contents to a Drop Ship appointment if at least one drop ship content has been selected. The user can create a recurring appointment request without associating content to the request, but USPS review will only occur once a content has been associated to the recurring appointment request. Content can be associated to the Recurring Appointment Shell (defined as recurring appointment request with no content associated) by other mail owners and mail preparers for scenarios where there are different process owners working together to provide advanced notification to USPS. Content information describes the mail associated with each PS Form 8125, or each line of a consolidated PS Form 8125C.

A user may encounter restrictions when entering content information, depending on the appointment type and if the appointment is to contain all perishable contents. An error message (reference section 1.3.3 – *Error Messages*) will be displayed if the user tries to submit a content that violates any of the restrictions. The message describes the restriction to help the user to submit valid information.



The fields and buttons on the *Add Recurring Content Information* page are described below. A snapshot of the page is displayed after the field description.

<i>Standard</i>	The number of expected Standard contents to be created with the appointment.
<i>Package Services</i>	The number of expected Package Services contents to be created with the appointment.
<i>Periodicals</i>	The number of expected Periodicals contents to be created with the appointment.
<i>Manage Content Button</i>	Changes the number and type of contents to be created with the current appointment
<i>The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED.</i>	
<i>Standard Content Grid</i>	Displays when a number of expected Standard contents to be created are entered into the Standard text box and the <b>Manage Content</b> button has been CLICKED.
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.


<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Add Recurring Content Information</i> page with the content duplicated the selected number of times.
<i>The description below describes the Package Services Content Grid. It is displayed when a number of expected package services contents are entered into the Package Services text box, and the Manage Content button has been CLICKED.</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.

<i>Content Name</i>	The name of the content being created.
<i>*Package Services Sub-Type</i>	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
<i>Perishable checkbox</i>	Indicates if the content is perishables.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Add Recurring Content Information</i> page with the content duplicated the selected number of times.

*The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box, and the Manage Content button has been CLICKED.*

<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the partial scheduler IDs of available mail preparers.
<i>News checkbox</i>	Select the checkbox if the content is news.
<i>Mail Owner ID</i>	Drop-down box listing the partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded</i>	The total number of parcels that are bedloaded for this specific content.

<i>Parcel Count</i>	
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded appointment for this specific content.
<i>Publication Name</i>	Text box to input the publication name to search.
<i>USPS Publication ID</i>	Text box to input the publication ID of the publication to search.
<i>Search button</i>	Retrieves the publication(s) associated to the search criteria and populates them in the <b>Publication</b> drop-down box.
<i>Publication</i>	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.
<i>Add button</i>	Adds the selected publication to the associated publications.
<i>Associated Publications</i>	The publications associated for this specific content.
<i>Remove button</i>	Removes the selected publication from the associated publications.
<i>Destination Discount checkbox</i>	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU) (only for Periodicals). If the checkbox is selected checked the content is will be considered drop ship otherwise, the content will be considered is Origin Entry. The indicator is automatically defaulted to 'checked' for all content. At least one content must be set for destination discount to be able to add Origin Entry content to a drop ship appointment.
<i>Zone-Skipping checkbox</i>	Indicates if the content is being entered for zone-skipping, rather than destination discount.
<i>Cancel button</i>	The user is directed back to the <i>Create Recurring Appointment</i> Landing Page if the user clicks the Cancel button.
<i>Clear Contents button</i>	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes have been selected.
<i>Submit button</i>	Saves all associated contents to the appointment and creates the recurring appointment in the system.



**Note:**  
A recurring appointment cannot be part of a multi-stop, unlike a One-Time appointment.

An Appointment Shell is created when users select the **Submit** button on the *Add Recurring Content Information* page without entering any content information.

The *Add Recurring Content Information* page is displayed below.

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Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

**Add Recurring Content Information**

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (\* Required Fields)

Customer Registration ID: 4433047  
 Scheduler ID: 999999999980  
 Scheduler Name: Mailer \*  
 Facility Name: BALTIMORE  
 NASS Code: 212  
 Maximum Truck Length: 53 ft  
 Appointment Date Range: 03/11/2010 to 03/11/2999  
 Appointment Time: 4:00  
 Frequency: Saturday, Bi-Weekly  
 Appointment Type: Pallet  
 Mail Class(es): Standard

Click the Submit button to bypass content creation and create recurring appointment shell only.

**Update Content Capacity:**

Standard	Package Services	Periodicals
2	0	0

[Manage Content](#)

**Content #1**  Clear Content

Mail Class: Standard

Mail Preparer ID

Mail Owner ID  [Add >](#) Associated Mail Owners  [Remove >](#)

\* Mail Shape -- Select One --  Content Name

Count of Pallets	Sacks	Trays	Bundles	Parcels
0	0	0	0	0
Bedloaded	Sack Count	Tray Count	Bundle Count	Parcel Count
0	0	0	0	0

Destination Discount

In Home Start Date  In Home End Date

eVS Content

Number to Duplicate 1 [Duplicate >](#)

**Content #2**  Clear Content

Mail Class: Standard

Mail Preparer ID

Mail Owner ID  [Add >](#) Associated Mail Owners  [Remove >](#)

\* Mail Shape -- Select One --  Content Name

Count of Pallets	Sacks	Trays	Bundles	Parcels
0	0	0	0	0
Bedloaded	Sack Count	Tray Count	Bundle Count	Parcel Count
0	0	0	0	0

Destination Discount

In Home Start Date  In Home End Date

eVS Content

Number to Duplicate 1 [Duplicate >](#)

[Cancel](#)
[Clear Contents](#)
[Submit >](#)

---

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To enter content level information and save the master recurring appointment record in the system, perform the following steps on the *Add Recurring Content Information* page:

1. ENTER the number of **Standard** contents, if applicable
2. ENTER the number of **Package Services** contents, if applicable
3. ENTER the number of **Periodicals** contents, if applicable
4. CLICK the **Manage Content** button to display the appropriate content grids
5. SELECT the **Mail Preparer ID**
6. CHECK the **News** checkbox if the content is news (for Periodicals content only)
7. SELECT the **Mail Owner ID**
8. SELECT the **Add** button to add the Mail Owner to the Associated Mail Owners
9. SELECT the **Mail Shape** of the content
10. ENTER the **Content Name** of the content
11. SELECT the **Package Services Sub-Type**, if applicable (for Package Services content only)
12. CHECK the **Perishable** checkbox if the content is perishable (for Package Services content only)
13. ENTER the number of **Pallets containing Sacks**, if applicable
14. ENTER the number of **Pallets containing Trays**, if applicable
15. ENTER the number of **Pallets containing Parcels**, if applicable
16. ENTER the number of **Pallets containing Bundles**, if applicable
17. ENTER the number of **Bedloaded Sacks**, if applicable
18. ENTER the number of **Bedloaded Trays**, if applicable
19. ENTER the number of **Bedloaded Parcels**, if applicable
20. ENTER the number of **Bedloaded Bundles**, if applicable
21. ENTER the In Home Dates of the content, if applicable
22. CHECK the **eVS Content** checkbox, if applicable
23. SELECT the **Publication** (for Periodicals content only)
24. CHECK the **Destination Discount** checkbox, if applicable.
25. CHECK the **Zone Skipping** checkbox, if applicable (for Periodicals content only)
26. REPEAT steps 1 through 21 in the additional content sections
27. CLICK the **Submit** button to save all contents to the appointment and create the recurring appointment request in the system





**Note:**

Please be aware of the following restrictions when adding content information:

- An all Periodicals appointment can only have a mail class of Periodicals
- The **News** checkbox will only display if the mail class selected is Periodicals
- An all perishable appointment can only have a mail class of Parcel Select
- The mail class must be Package Services for the user to select one of the specific Package Services sub-types: Parcel Select, BPM/Library/Media Mail

After CLICKING the **Submit** button and upon successful CIN validation, the *Recurring Appointment Confirmation* page is displayed.

### 7.1.3 Confirm Recurring Appointment Request Creation

Once a user has entered all contents for an appointment and submits the recurring appointment request in the system, the *Recurring Appointment Request Confirmation* page displays to confirm the recurring appointment request has been sent to the facility.



The fields and buttons on the *Recurring Appointment Request Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Recurring Appointment Sequence Number hyperlink</i>	Displays the sequence number that is associated to the master recurring appointment record and is a hyperlink to the <i>Recurring Appointment Management</i> page.
<i>Status</i>	The current status of the appointment.
<i>Customer Registration ID</i>	ID associated with the appointment's mailer.
<i>Scheduler Name</i>	Name of the appointment's scheduler.
<i>NASS Code</i>	The three to five character NASS Code of the facility.
<i>USPS Facility Name</i>	The facility name of the recurring appointment.
<i>Date Range</i>	The effective date range within which the recurring appointment occurs.
<i>Recurring Appointment Time</i>	The time the recurring appointment is scheduled to arrive at the facility for the given day.
<i>Frequency</i>	The specified frequency the recurring appointment is to arrive at the facility.
<i>Content ID</i>	The content ID(s) associated with the recurring appointment.
<i>Total Number of Pallets</i>	The total number of pallets in the recurring appointment.

<i>Total Number of Bedloaded Units</i>	The total number of bedloaded units in the recurring appointment.
<i>Return to Home button</i>	Redirects the user back to the <i>Create Recurring Appointment</i> page upon clicking the button.
<i>Create Copy button</i>	Redirects the user back to the <i>Create Recurring Appointment</i> page pre-populated with information from the current recurring appointment.



**Note:**

The **Recurring Appointment Sequence Number** is associated to every individual appointment instance of the recurring appointment and is used as the appointment ID. Each appointment instance also has a unique ID number to use for managing single appointment instances of the recurring appointment. The unique ID number can be derived from the **Recurring Appointment Sequence ID** (described in section 7.2.1 – *Recurring Appointment Search*). The Recurring Appointment Sequence Number and Recurring Appointment Sequence can only be associated to a single facility.

The *Recurring Appointment Request Confirmation* page is displayed on the following page.



**Appointments**  
**Recurring Appointments**

- Request New Recurring Appointment
- Manage Recurring Appointment/Request

**Facilities**  
**Profiles**  
**Reports**

- Resources
- Origin Entry
- Customer / Supplier Agreements
- TEM

## Facility Access and Shipment Tracking (FAST)

### Recurring Appointment Request Confirmation

Your recurring appointment has been successfully requested. Below is a summary of the appointment information for your records. To edit the recurring appointment request, click the Sequence Number ID link to access the Recurring Appointment Request Management page.

Note: An email notification of the request has been sent to the facility for review. After review, an email response will be sent to you.

**Sequence Number:** [90031](#)  
**Status:** Pending Review  
**Customer Registration ID:** A10000003  
**Scheduler Name:** Scheduler 2  
**NASS Code:** 01Z  
**USPS Facility Name:** SPRINGFIELD BMC  
**Date Range:** 10/05/2006 to 10/05/2999  
**Recurring Appointment Time:** 12:00  
**Frequency:** Monday, Tuesday, Wednesday, Thursday, Friday, Bi-Weekly  
**Content ID:** 900000031  
**Total Number of Pallets:** 10  
**Total Number of Bedloaded Units:** 0

[Return to Home >](#)

[Create Copy >](#)



**Note:**

The **Recurring Sequence Number** is also used when a corporate or scheduler user manages a single recurring appointment instance (described in the next section).

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## 7.1.4 Create an Appointment for a Multi-Stop

Comment [J3]: Replace all screenshots with Recurring Appointment Multi-Stop screens.

A user may create an appointment for a new multi-stop trip for any active facility within FAST. A user may also create an appointment in an existing multi-stop trip by searching for the multi-stop and adding a new appointment to it.

This section describes the above processes and includes:

7.1.4.1 – Creating an Appointment for a New Multi-Stop

7.1.1.2 – Creating an Appointment for an Existing Multi-Stop

### 7.1.4.1 Creating an Appointment for a New Multi-Stop

The process to create an appointment for a new multi-stop trip is similar to the process in section 6.1.2 - *Creating a New Appointment*. A user may also add the subsequent appointments in the multi-stop trip, ensuring the total time from the first stop to the last stop in a multi-stop trip is not more than 24 hours.



The user begins at the *Appointment Slot Availability* page to select a date with an available slot and volume for the specified facility. The user is taken to the *Create New Appointment* page where the user enters in the appointment level information. To indicate this appointment is part of a multi-stop, the user CHECKS the **Multi-Stop** checkbox which says: 'Please check here if this appointment is part of Multi-Stop'.

Please reference section 6.1.2 - *Creating a New Appointment* to view the fields and buttons description of the *Create New Appointment* page. The page is displayed below.

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- Appointments**
  - ▶ Create New Appointment
  - Manage Existing Appointment
  - Create Stand-Alone Content
  - Manage Stand-Alone Content
  - Manage Closeout Information
  - Manage Unscheduled Arrival
- Recurring Appointments**
  - Facilities
  - Profiles
  - Reports
  - Resources
  - Origin Entry
  - Customer / Supplier
  - Agreements
  - TEM

## Facility Access and Shipment Tracking (FAST)

### Create New Appointment

Please enter the following information to create an appointment. Once the information has been entered, select the Add Content button to enter content summary information for each mailing in the appointment. (\* Required Fields):

Customer Registration ID: 4433047  
 Facility Name: NEW YORK  
 NASS Code: 100  
 Maximum Truck Length: 53 ft.  
 Appointment Date: 10/14/2009  
 Appointment Time: 12:00  
 Appointment Type: Bedload  
 Mail Class(es): Standard

\* Submission Method:

Bill of Lading Number:

Number of Pallet Positions:

Vehicle/Trailer ID:

Shipper Name:

Please check here if this appointment is part of a Multi-Stop

Comments:



After checking the **Multi-Stop** checkbox, **CLICK** the **Add Content** button to continue the appointment creation process. The user is taken to the same *Add Content Information* page displayed in section 6.1.2 – *Creating a New Appointment*. The user enters content information required for the appointment. Any restrictions on content information found for single stop appointments also apply to multi-stop appointments. An additional restriction for multi-stop appointments is that the appointment may not be of type Drop and Pick.

After submitting all contents and the multi-stop appointment request, the *Appointment Confirmation* page is displayed. The multi-stop *Appointment Confirmation* page displays a multi-stop ID that is created for the multi-stop trip and a button that enables a user to add additional appointments to the multi-stop.



The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<u><a href="#">Appointment ID hyperlink</a></u>	<u><a href="#">Displays the ID associated to the new appointment and is a hyperlink to the Appointment Management page where a user may edit the appointment.</a></u>
<u><a href="#">Customer Registration ID</a></u>	<u><a href="#">ID associated with the appointment's mailer.</a></u>
<u><a href="#">Scheduler Name</a></u>	<u><a href="#">The name of the scheduler of the appointment.</a></u>
<u><a href="#">Facility Name</a></u>	<u><a href="#">The name of the facility of the appointment.</a></u>
<u><a href="#">NASS Code</a></u>	<u><a href="#">The three to five character NASS Code associated with the facility.</a></u>
<u><a href="#">Appointment Date</a></u>	<u><a href="#">The scheduled date of the appointment.</a></u>
<u><a href="#">Appointment Type</a></u>	<u><a href="#">The selected appointment type.</a></u>
<u><a href="#">Content ID</a></u>	<u><a href="#">The ID(s) associated to the content(s) associated to the new appointment.</a></u>
<u><a href="#">Bill of Lading Number</a></u>	<u><a href="#">The Bill of Lading number associated to all appointments on the multi-stop.</a></u>
<u><a href="#">Total Number of Pallets</a></u>	<u><a href="#">The total number of pallets for the appointment.</a></u>
<u><a href="#">Total Number of Bedloaded Units</a></u>	<u><a href="#">The total number of bedloaded units for the appointment.</a></u>
<u><a href="#">Multi-Stop ID</a></u>	<u><a href="#">The ID associated to the multi-stop trip the appointment is a part of; only displays when the appointment is part of a multi-stop.</a></u>
<u><a href="#">Add Additional Appointment to Multi-Stop button</a></u>	<u><a href="#">Takes the user to Appointment Slot Availability search page to select another appointment add to the multi-stop; only displays when the appointment is part of a multi-stop.</a></u>
<u><a href="#">Return to Home button</a></u>	<u><a href="#">Takes the user to the Appointment Search page.</a></u>

[The Appointment Confirmation page is displayed below.](#)

The screenshot displays the FAST user interface. At the top left is the United States Postal Service logo. A navigation menu on the left includes links for Appointments, Recurring Appointments, Facilities, Profiles, Reports, Resources, Origin Entry, Customer / Supplier, Agreements, and TEM. The main content area is titled "Facility Access and Shipment Tracking (FAST)" and "Appointment Confirmation". It contains a summary of appointment details and two buttons: "Add Additional Appointment to Multi-stop" and "< Return to Home".

UNITED STATES POSTAL SERVICE® Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Appointment Confirmation

Your appointment has been successfully created. Below is a summary of the appointment information for your records. To edit this appointment, click the Appointment ID link to access the Appointment Management page.

Note: An email notification has been sent to associated customers, if applicable.

Appointment ID: [900008624](#)  
 Customer Registration ID: 4433047  
 Scheduler Name: FAST ALSO  
 Facility Name: NEW YORK  
 NASS Code: 100  
 Appointment Date: 10/14/2009  
 Appointment Time: 17:00  
 Content ID: 900011597  
 Bill of Lading Number:  
 Vehicle ID:  
 Total Number of Pallets: 1  
 Total Number of Bedloaded Units: 0  
 Multi-Stop ID: [900000052](#)

[Add Additional Appointment to Multi-stop](#)  
[< Return to Home](#)

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A user may add an additional appointment to this multi-stop appointment by **CLICKING** the **Add Additional Appointment to Multi-Stop** button. The user is taken to the *Appointment Slot Availability* search page to add another appointment to the multi-stop, as described in this section.

To add an appointment to an already existing multi-stop, the user performs a slightly different process, described in the following section – *Creating an Appointment for an Existing Multi-Stop*.

#### **7.1.4.2 Create an Appointment for an Existing Multi-Stop**

A user may add appointments to an existing multi-stop trip if the user is associated to the trip. The user searches for the existing multi-stop and then creates a new appointment and adds it to the multi-stop. A user begins the process by **CLICKING** the **Appointments** link on the *FAST Main Menu* page. The user is taken to the *Appointment Management* landing page where they may **CLICK** the **Manage Existing**

**Appointment** link to search for an existing multi-stop trip. [Section 6.2 – Manage Existing Appointments](#) describes in more detail the functions related to managing appointments.

The **Manage Existing Appointment** link displays the [Search Existing Appointment Information](#) page. From this page a user may search for a multi-stop trip by either the multi-stop ID or the scheduler ID. A user may also search for appointments through this same page. Please reference [section 6.2.1 – Appointment Search](#) for a detailed description of appointment search options and processes.

Once a user searches for the existing multi-stop by either of the two ways, the user is redirected to the [Multi-Stop Management](#) page where they may add a new appointment to the multi-stop. A user may perform a number of other functions from the [Multi-Stop Management](#) page which are described in [section 6.1.6 – Multi-Stop Management](#). This section details how to search for a multi-stop by the multi-stop ID, how to search for a multi-stop by the scheduler ID and create and add an appointment to the multi-stop.

**Search for an Existing Multi-Stop by the Multi-Stop ID**

When a user knows the ID of the specific multi-stop they wish to add an appointment to, they may search directly by the multi-stop ID.



After CLICKING the **Manage Existing Appointment** link, the [Search Existing Appointment Information](#) page displays with some initial fields and buttons. The fields and buttons of the page are described below. A snapshot of the page is displayed after the field description.

<a href="#">*Search for:</a>	Drop-down box to select to search for an appointment or a multi-stop.
<a href="#">Submit button</a>	Refreshes the page and displays a <b>Search by</b> button.
<a href="#">Search button</a>	Searches the database for the entered search criteria and displays either the <a href="#">Multi-Stop Management</a> page or <a href="#">Appointment Management</a> page only when all required fields have been entered.
<a href="#">Cancel button</a>	Displays the <a href="#">Appointment Management</a> landing page.

The [Search Existing Appointment Information \(Search for Multi-Stop\)](#) page is displayed on the following page.





To search for a multi-stop by the multi-stop ID, perform the following initial steps on the [Search Existing Appointment Information](#) page:

1. SELECT Multi-Stop in the Search for drop-down box
2. CLICK the Submit button beside the Search for drop-down box

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The Search Existing Appointment Information (Search for Multi-Stop) page refreshes with additional fields, described below.

<u>*Search by:</u>	<u>Drop-down box to select to search by either multi-stop ID or scheduler ID when searching for a multi-stop, or to search by appointment ID or scheduler ID when searching for an appointment.</u>
<u>Submit button</u>	<u>Refreshes the page and displays a multi-stop ID input box, appointment ID input box or a scheduler ID drop-down box with a facility search section to select a scheduler and facility for an existing multi-stop or appointment.</u>

The Search Existing Appointment Information (Search for Multi-Stop) page is displayed on the following page.

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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Search Existing Appointment Information

Choose Search Criteria

Please select the search method and enter the required appointment information. Then click Search to locate the appointment. (\* Required Fields)

\* Search for: Multi-Stop

\* Search by: -- Select One --

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Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop ID in the **Search by** drop-down box
2. CLICK the **Submit** button next to the **Search by** drop down box

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The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page refreshes with an additional field, described below.

<u>*Multi-Stop ID</u>	<u>Input box to enter the ID associated to the multi-stop.</u>
-----------------------	--

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page is displayed on the following page.



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Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Search Existing Appointment Information

#### Choose Search Criteria

Please select the search method and enter the required appointment information. Then click Search to locate the appointment. (\* Required Fields)

\* Search for: Multi-Stop

\* Search by: Multi-Stop ID

\* Multi-Stop ID:

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Perform the following final steps on the [Search Existing Appointment Information](#) page to view the [Multi-Stop Management](#) page for the specified multi-stop ID:

1. ENTER the multi-stop ID in the **Multi-Stop ID** input box
2. CLICK the **Search** button to display the [Multi-Stop Management](#) page for the multi-stop ID

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#### Note:

A user may perform several different actions from the Multi-Stop Management page, please reference section 6.4.4 – [Multi-Stop](#)

### [Search for a Multi-Stop by the Customer Registration ID](#)

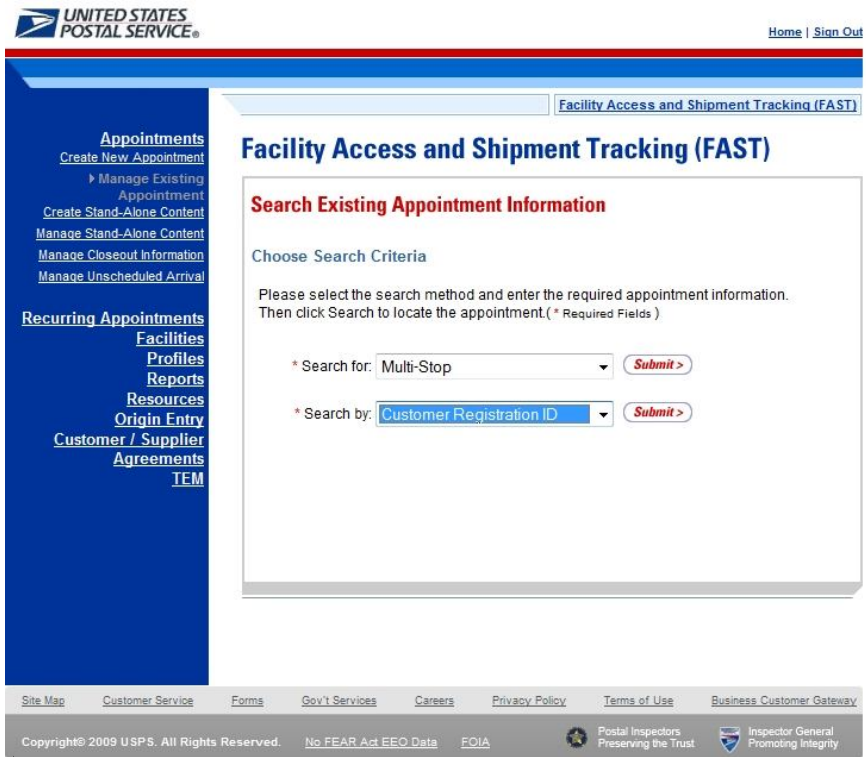
Searching for a multi-stop by the customer registration ID displays a different [Search Existing Appointment Information](#) page then when searching by the multi-stop ID. This search option may retrieve several multi-stops that fall within the specified search criteria and displays them in a summary table. Each multi-stop ID is a [hyperlink](#) to the [Multi-Stop Management](#) page for the ID.



After CLICKING the **Manage Existing Appointment** link on the [Appointment Management](#) page, the [Search Existing Appointment Information](#) page displays. The initial fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

<a href="#">*Search for:</a>	Drop-down listing the options a user may search for: Appointment, Multi-Stop.
<a href="#">Submit button</a>	Displays the <b>Search by:</b> drop down box that contains search options based on the <b>Search for</b> selection.
<a href="#">Search button</a>	Searches the database for the entered search criteria and displays either the <i>Multi-Stop Management</i> page or <i>Appointment Management</i> page (depending on the search criteria) only after all required fields have been entered.
<a href="#">Cancel button</a>	Displays the <i>Appointment Management</i> landing page.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed below.



To search for a multi-stop by the scheduler or customer registration ID, perform the following initial steps on the *Search Existing Appointment Information* page:

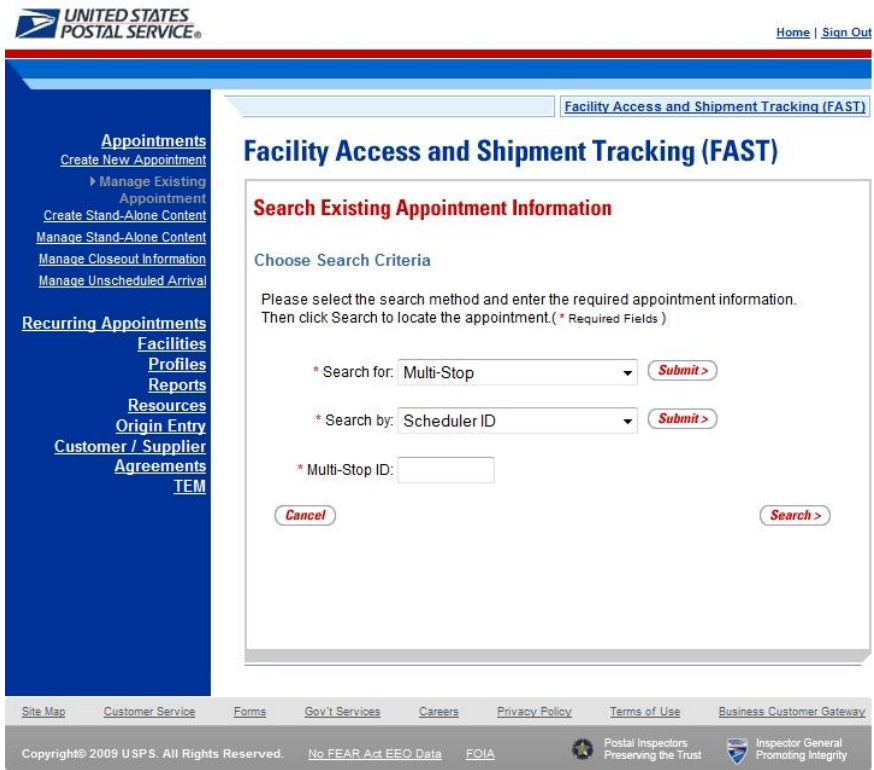
1. SELECT Multi-Stop in the **Search for** drop-down box
2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

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<u>*Search by:</u>	<u>Drop-down box to select to search by either multi-stop ID or scheduler ID or customer registration ID when searching for a multi-stop, or to search by appointment ID or scheduler ID or customer registration ID when searching for an appointment.</u>
<u>Submit button</u>	<u>Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons.</u>

The Search Existing Appointment Information (Search for Multi-Stop by scheduler ID) page is displayed below.



To search by the Customer Registration ID, perform the following steps on the Search Existing Appointment Information page:

1. SELECT Customer Registration ID in the Search by drop-down box
2. CLICK the Submit button next to the Search by drop down box

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The Search Existing Appointment Information (Search for Multi-Stop by scheduler ID) page refreshes with the following additional fields, described below.

<u>*Customer Registration ID</u>	<u>Drop-down box listing mailer names and IDs from which to select.</u>
----------------------------------	---

<u><a href="#">*Select Date Range</a></u>	<u>Enter date range for which you wish to see occurrences of multi-stop appointments.</u>
<u><a href="#">*State</a></u>	<u>Drop-down box listing all state options.</u>
<u><a href="#">View Cities button</a></u>	<u>Retrieves cities within the selected state and populates the cities with postal facilities in the <b>City</b> drop-down box.</u>
<u><a href="#">City</a></u>	<u>Drop-down box listing cities with postal facilities within the selected state.</u>
<u><a href="#">Search button</a></u>	<u>Retrieves all facilities within the selected city and state and populates them in the <b>Facility</b> drop-down box.</u>
<u><a href="#">NASS Code</a></u>	<u>The three to five character NASS Code of the facility.</u>
<u><a href="#">Search button</a></u>	<u>Retrieves the facility associated with the entered NASS Code and populates it in the <b>Facility</b> drop-down box.</u>
<u><a href="#">Facility</a></u>	<u>Drop-down box containing the facility associated with either the State/City pair or the NASS Code or the <b>All Facilities</b> option.</u>
<u><a href="#">Search button</a></u>	<u>Retrieves all multi-stop trips that are for the specified scheduler, date range and facility and populates them in a Multi-Stop Summary table at the bottom of the page.</u>
<u><a href="#">Cancel button</a></u>	<u>Displays the <i>Appointments Landing</i> page.</u>

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed on the following page.



To view all multi-stops for the specified criteria, perform the following final steps on the [Search Existing Appointment Information](#) page:

1. SELECT the mailer to search for associated multi-stops in the **Customer Registration ID** drop-down box
2. SELECT the time frame within which to look for multi-stops in the **Select Date Range** textboxes
3. SELECT a facility from the **Facility** drop-down box by searching for the facility by one of the following two ways:

To Search for a Facility by State and City:

1. SELECT a state from the **State** drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button

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To Search for a Facility by NASS Code:

1. ENTER the three to five character NASS Code in the **NASS Code** textbox
2. CLICK the **Search** button
4. SELECT the facility in the **Facility** drop down box, or SELECT the **All Facilities** option
5. CLICK the **Search** button, refreshing the page and displaying the Multi-Stop Summary table

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The Search Existing Appointment Information page displays with a Multi-Stop Summary table below the search fields and buttons. The new fields and buttons are described below.

<u>Multi-Stop Summary section</u>	<u>Lists the multi-stops and related information that fall within the specified search criteria.</u>
<u>Multi-Stop ID hyperlink column</u>	<u>Lists the IDs of all multi-stops that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the <u>Multi-Stop Management</u> page for the multi-stop.</u>
<u>1<sup>st</sup> Appt ID column</u>	<u>Lists the ID of the first appointment in the multi-stop.</u>
<u>Date column</u>	<u>Lists the date of the first appointment in the multi-stop.</u>
<u>Time column</u>	<u>Lists the time of the first appointment in the multi-stop.</u>
<u>NASS Code column</u>	<u>Lists the three to five character NASS Code of the facility for the first appointment in the multi-stop.</u>
<u>Facility Name column</u>	<u>Lists the name of the facility for the first appointment in the multi-stop.</u>

The Search Existing Appointment Information page is displayed on the following page.



The screenshot displays the 'Facility Access and Shipment Tracking (FAST)' web application. The left sidebar contains navigation links for 'Appointments', 'Recurring Appointments', 'Facilities', 'Reports', 'Resources', and 'Customer / Supplier Agreements'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and contains a 'Search Existing Appointment Information' section. This section includes a 'Choose Search Criteria' area with instructions to select a search method and enter required information. Below this are several search fields: 'Search for:' (Multi-Stop), 'Search by:' (Scheduler ID), 'Scheduler ID:' (FAST ALSO - 200026125001), 'Select Date Range:' (10/14/2009 to 10/14/2009), 'State:' (NY), 'City:' (All Cities), and 'Facility:' (100 - NEW YORK). There are 'View Cities', 'Search', and 'Submit' buttons. Below the search form is a 'Multi-Stop Summary' section with a table of results:

Multi-Stop ID	1st Appt ID	Date	Time	NASS Code	Facility Name
90000052	900008624	10/14/2009	17:00	100	NEW YORK

The footer of the page includes links for Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway, along with copyright information for 2009 USPS.

**Create and Add a New Appointment to the Multi-Stop**



After searching for a multi-stop by either the multi-stop ID or the scheduler ID, the user is taken to the *Multi-Stop Management* page. From this page, a user has the ability to add an additional appointment to the existing multi-stop. The *Multi-Stop Management* page lists the appointments that are already included in the multi-stop. The fields and buttons of the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

<u>Multi-Stop ID</u>	Displays the ID associated to the multi-stop trip.
<u>Results table</u>	Displays all appointment IDs and related information that are included in the multi-stop.
<u>Appointment ID hyperlink</u>	Displays the appointment ID of the associated appointment, and is a hyperlink which displays the <i>Appointment Management</i> page for the selected appointment.

<a href="#">Remove hyperlink</a>	<a href="#">Refreshes the page, displaying a note beneath the table stating that the selected appointment has been removed from the multi-stop but still exists as a stand-alone appointment.</a>
<a href="#">Date column</a>	<a href="#">Lists the dates of each appointment in the multi-stop.</a>
<a href="#">Time column</a>	<a href="#">Lists the time of each appointment in the multi-stop.</a>
<a href="#">NASS Code column</a>	<a href="#">Lists the three to five character NASS Code associated with the facility for each appointment in the multi-stop.</a>
<a href="#">Facility Name column</a>	<a href="#">Lists the name of the facility for each appointment in the multi-stop.</a>
<a href="#">Add Additional Appointment to Multi-Stop button</a>	<a href="#">Displays the <i>Appointment Slot Availability Search</i> page where the user begins the process to create a new appointment.</a>
<a href="#">Cancel Multi-Stop button</a>	<a href="#">Displays the <i>Confirm Cancel Multi-Stop</i> page where a user may confirm cancellation of the multi-stop and its associated appointments.</a>
<a href="#">Cancel button</a>	<a href="#">Displays the <i>Search Existing Appointment Information</i> page.</a>

The [Multi-Stop Management](#) page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. The main heading is 'Multi-Stop Management'. Below this, there is a text block explaining the actions: 'To remove an individual appointment from this multi-stop, click Remove underneath the appropriate appointment. If you would like to add another appointment to this multi-stop, click Add Additional Appointment to Multi-Stop. To cancel this Multi-Stop, click Cancel Multi-Stop. To navigate back to Search for Existing Appointments, click Cancel.' Below the text, the 'Multi-Stop ID' is listed as 900000052. A table shows '1 result' with the following data:

Appointment ID	Date	Time	NASS Code	Facility Name
900008624 <a href="#">remove</a>	10/14/2009	17:00	100	NEW YORK

Below the table, there are three buttons: 'Add Additional Appointment to Multi-stop', 'Cancel Multi-stop', and 'Cancel'.



**CLICK the [Add Additional Appointment to Multi-Stop](#) button, which displays the [Appointment Slot Availability](#) page with the existing appointments associated with the [Multi-Stop](#). From this page, the user follows the same process as described in this section to create a new appointment and add it to the multi-stop trip.**



**Note:**

The time difference between the first appointment's arrival date and the last appointment's arrival date in the multi-stop cannot be greater than 24 hours.

**7.1.5 Multi-Stop Management**

After a user searches for a multi-stop by either the multi-stop ID or the scheduler ID (described in section 7.1.4.2 – *Creating an Appointment for an Existing Multi-Stop*), they are directed to the *Multi-Stop Management* page for the selected multi-stop. From the *Multi-Stop Management* page, a user has the ability to:

- [Add appointments to a multi-stop](#)
- [Remove appointments from a multi-stop](#)
- [Edit appointment information](#)
- [Cancel a multi-stop](#)

**Comment [J4]:** Replace all screenshots with Recurring Appointment Multi-Stop screens.

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The *Multi-Stop Management* section gives a brief description of the above processes, but details the steps and screens accessed when a user cancels a multi-stop.



All of the above actions may be accessed from the *Multi-Stop Management* page. The fields and buttons on the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

<a href="#"><u>Multi-Stop ID</u></a>	The ID associated to the multi-stop.
<a href="#"><u>Appointment ID column</u></a>	<a href="#">Lists the IDs of each appointment associated with the multi-stop, with each ID being a hyperlink to the <i>Appointment Management</i> page for the appointment.</a>
<a href="#"><u>Remove hyperlink</u></a>	<a href="#">Removes the appointment from the multi-stop and refreshes the multi-stop page, noting that the appointment has been removed from the multi-stop but still exists as a standalone appointment.</a>
<a href="#"><u>Date column</u></a>	<a href="#">Lists the date of each appointment in the multi-stop.</a>
<a href="#"><u>Time column</u></a>	<a href="#">Lists the time of each appointment in the multi-stop.</a>
<a href="#"><u>NASS Code column</u></a>	<a href="#">Lists the three to five character NASS Code of each appointment's facility in the multi-stop.</a>
<a href="#"><u>Facility Name column</u></a>	<a href="#">Lists the name of the facility for each appointment in the multi-stop.</a>
<a href="#"><u>Add Additional Appointment to Multi-Stop button</u></a>	<a href="#">Displays the <i>Appointment Slot Availability</i> page for the user to create a new appointment.</a>

<a href="#">Cancel Multi-Stop button</a>	Displays the <i>Confirm Cancel Multi-Stop</i> page.
<a href="#">Cancel button</a>	Displays the <i>Search for Existing Appointment</i> page without saving any changes.

The *Multi-Stop Management* page is displayed below.

UNITED STATES POSTAL SERVICE® Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Multi-Stop Management

To remove an individual appointment from this multi-stop, click Remove underneath the appropriate appointment. If you would like to add another appointment to this multi-stop, click Add Additional Appointment to Multi-Stop. To cancel this Multi-Stop, click Cancel Multi-Stop. To navigate back to Search for Existing Appointments, click Cancel.

Multi-Stop ID: 900000052

1 result

Appointment ID	Date	Time	NASS Code	Facility Name
900008624 <a href="#">remove</a>	10/14/2009	17:00	100	NEW YORK

1 result

[Add Additional Appointment to Multi-stop](#)

[Cancel Multi-stop](#)

[Cancel](#)

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

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### **Add Appointments to a Multi-Stop**



A user may add a new appointment to an existing multi-stop from the *Multi-Stop Management* page by **CLICKING** the **Add Additional Appointment to Multi-Stop** button. Please reference section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop* for the steps and actions needed to add an appointment to a multi-stop.

### **Remove an Appointment from a Multi-Stop**

A user may remove an appointment from a multi-stop directly from the *Multi-Stop Management* page.



To remove an appointment from a multi-stop, **CLICK** the **Remove** hyperlink beneath the appointment to be removed.

The [Multi-Stop Management](#) page refreshes and displays the summary table without the selected appointment ID. A note displays stating the appointment has been removed from the multi-stop but the appointment still exists in the system as a standalone appointment.

**Edit Appointment Information**

A user may edit the appointment information for an appointment within a multi-stop by accessing the [Appointment Management](#) page. A user may edit the following appointment level information on the [Appointment Management](#) page:

- [Bill of Lading Number](#)
- [Number of Pallet Positions](#)
- [Vehicle ID](#)
- [Shipper ID](#)
- [Comments regarding the appointment](#)

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To edit the appointment information, CLICK the **Appointment ID** hyperlink for the specific appointment. The [Appointment Management](#) page is displayed. CLICK in the desired textbox of the above options and replace the entry with the new information. CLICKING the **Submit** button on the [Appointment Management](#) page then updates the appointment with the new information and displays the [Appointment Confirmation](#) page. A user may modify the appointment slot information – as described in section 6.2.2 – [Appointment Management](#).

From the [Appointment Management](#) page, a user may also manage the content information for the individual appointment, which is detailed in section 6.2.3 - [Content Information Management](#).



**Cancel a Multi-Stop**

The following section details the process and pages to cancel a multi-stop through the FAST application. Canceling a multi-stop cancels all appointments associated with the multi-stop and all contents that are associated to each appointment. Depending on the appointment type and content type, canceling an appointment redistributes the appointment slot back to the tier it was pulled from and redistributes the appointment volume back to the facility it was pulled from when creating the individual appointments.



A user begins to cancel a multi-stop from the [Multi-Stop Management](#) page by CLICKING the **Cancel Multi-Stop** button. The [Confirm Cancel Multi-Stop](#) page displays. The page displays the [Multi-Stop ID](#) and all associated appointment IDs.

The fields and buttons on the [Confirm Cancel Multi-Stop](#) page are described below. A snapshot of the page is displayed after the field description.

<a href="#">Multi-Stop ID</a>	The ID associated to the multi-stop.
<a href="#">Associated Appointments:</a>	Lists each appointment in the multi-stop and their associated information, contains the below fields for each appointment in the multi-stop.

<u><i>Appointment ID</i></u>	<u>The ID associated to the appointment.</u>
<u><i>Scheduler Name</i></u>	<u>The name of the scheduler associated to the appointment.</u>
<u><i>Customer Registration ID</i></u>	<u>The ID associated to the appointment's mailer.</u>
<u><i>Facility Name</i></u>	<u>The name of the facility.</u>
<u><i>Facility ID</i></u>	<u>The ID associated to the appointment's facility.</u>
<u><i>Appointment Date</i></u>	<u>The scheduled arrival date of the appointment.</u>
<u><i>Appointment Time</i></u>	<u>The scheduled arrival time of the appointment.</u>
<u><i>Content ID</i></u>	<u>The ID(s) of each content associated to the appointment.</u>
<u><i>Yes button</i></u>	<u>Cancels the multi-stop and all associated appointments and displays the <i>Cancel Multi-Stop Confirmation</i> page.</u>
<u><i>No button</i></u>	<u>Does not cancel the multi-stop and displays the <i>Multi-Stop Management</i> page.</u>

The *Confirm Multi-Stop Cancellation* page is displayed on the following page.



- [Appointments](#)
  - [Create New Appointment](#)
  - [Manage Existing Appointment](#)
  - [Manage Closeout Information](#)
- [Facilities](#)
- [Profiles](#)
- [Reports](#)
- [Resources](#)
- [Origin Entry](#)
- [Customer / Supplier Agreements](#)
- [TEM](#)

## Facility Access and Shipment Tracking (FAST)

### Confirm Cancel Multi-Stop

Are you sure you would like to cancel the following multi-stop? Please note that cancelling a multi-stop will also cancel its associated appointments and contents.

Multi-Stop ID: 900000022

#### Associated Appointments:

Appointment ID: 900000024  
Customer Registration ID: 111111120  
Scheduler Name: Mailer 6  
Facility Name: BOWLING GREEN  
Facility ID: 41223  
Appointment Date: 11/10/2004  
Appointment Time: 10:00  
Content ID: 900000024

Appointment ID: 900000026  
Customer Registration ID: 111111119  
Scheduler Name: Mailer 5  
Facility Name: LOUISVILLE  
Facility ID: 41229  
Appointment Date: 11/10/2004  
Appointment Time: 16:00  
Content ID: 900000026

Appointment ID: 900000025  
Customer Registration ID: 111111120  
Scheduler Name: Mailer 6  
Facility Name: ASHLAND  
Facility ID: 41222  
Appointment Date: 11/10/2004  
Appointment Time: 12:00  
Content ID: 900000025

The multi-stop is not officially cancelled until the user confirms the cancellation from the above page.



To cancel the multi-stop and its associated appointments, CLICK the **Yes** button. The Cancel Multi-Stop Confirmation page displays. A cancellation number is generated for each appointment in the multi-stop.

The fields and buttons on the Cancel Multi-Stop Confirmation page are described below. A snapshot of the page is displayed after the field description.

<u>Multi-Stop ID</u>	The ID associated to the multi-stop.
<u>Associated Appointments sections</u>	Displays the following fields for each appointment within the multi-stop.
<u>Cancellation Number</u>	The confirmation number for the cancelled appointment.
<u>Appointment ID</u>	The ID associated to the appointment.
<u>Scheduler Name</u>	The name of the scheduler associated to the appointment
<u>Customer Registration ID</u>	The ID associated to the appointment's mailer.
<u>Facility Name</u>	The name of the facility for the appointment.
<u>Facility ID</u>	The ID associated to the appointment's facility.
<u>Appointment Date</u>	The scheduled arrival date of the appointment.
<u>Appointment Time</u>	The scheduled arrival time of the appointment.
<u>Content ID</u>	The ID(s) of each content associated to the appointment.

The Cancel Multi-Stop Confirmation page looks identical to the Confirm Multi-Stop Cancellation page with the additional field(s) of the **Cancellation Number**.



## 7.2 Manage Recurring Appointment/Request

From the *Recurring Appointments Landing* page, a user may CLICK the **Manage Recurring Appointment/Request** link to access the recurring appointment management area of the FAST application. There are several possible actions a user may perform to manage recurring appointment request information, such as editing appointment level information, editing content level information, adding content information, canceling content information, and canceling recurring appointments.

The *Managing a Recurring Appointment/Request* section includes:

- 7.2.1 Recurring Appointment Request Search
- 7.2.2 Recurring Appointment Request Management
- 7.2.3 Recurring Appointment Request Content Information Management

### 7.2.1 Recurring Appointment Request Search

A user has the option to search for an existing recurring appointment or recurring appointment request record by area, by district, or by facility of the appointment, or the recurring appointment sequence ID. Depending on the search option, the resulting search page, *Search for Existing Recurring Appointment/Request*, may appear with some variation based on the search criteria. A user may also search for the individual appointment instances via the appointment search.

Searching by the area, by district, or by facility of the recurring appointment, displays a different *Search for Existing Recurring Appointment/Request* page for each search. These searches may retrieve several recurring appointments that fall within the specified search criteria and displays them in a summary table. Each appointment is a hyperlink to the *Recurring Appointment Management* page for the sequence ID.

When a user searches for the recurring appointment by the recurring appointment sequence ID, the resulting page is similar to searching for an appointment by the appointment ID (described in section 6.3.1 – *Appointment Search*). If the user enters a specific sequence ID, the user will be re-directed to the *Recurring Appointment Management* page of the sequence ID.

The *Recurring Appointment Search* section describes each of the four search options.

#### Search for a Recurring Appointment by the Sequence ID



After CLICKING the **Manage Recurring Appointment** link, the *Search For Existing Recurring Appointment/Request* page displays with some initial fields and buttons. The fields and buttons are described below. A snapshot of the page is displayed after the field description.

*Search by:	Drop-down box listing indicating search options: By Area, By District, By Facility, or Sequence Number.
Submit button	Displays the <b>Sequence ID</b> textbox when searching by sequence ID, the <b>Area ID</b> drop-down box when searching by area, the <b>District ID</b> drop-down box with searching by district, or the facility search section when searching by facility. The <b>Scheduler ID</b> drop-down box, <b>Mail Class</b> drop-down box, and <b>Status</b> drop-down box also display when searching by area, by district, or by facility.

The *Search for Existing Recurring Appointment/Request* page is displayed on the following page.



To search for a recurring appointment by the sequence ID, perform the following initial steps on the *Search for Existing Recurring Appointment/Request* page:

1. SELECT Sequence ID in the **Search by** drop-down box
2. CLICK the **Submit** button beside the **Search by** drop-down box



The *Search for Existing Recurring Appointment/Request (Search by sequence ID)* page refreshes with additional fields, described below. A snapshot of the page is displayed after the field description.

*Sequence Number:	Input box to enter the recurring sequence ID of the recurring appointment sequence record.
Cancel button	Displays the <i>Appointment Management Landing</i> page.
Search button	Displays the <i>Manage Recurring Appointment</i> page for the specified recurring sequence ID.

The *Search for Existing Recurring Appointment/Request (Search by Sequence ID)* page is displayed on the following page.

Once the user inputs the sequence number and clicks **Search**, the user is directed the *Manage Recurring Appointment* page for that specific sequence number.



Perform the following steps on the *Search For Existing Recurring Appointment/Request* page to search for a specific recurring sequence ID:

1. ENTER the sequence ID in the **Sequence Number** input box
2. CLICK the **Search** button, displaying the *Manage Recurring Appointment* page

#### Searching for a Recurring Appointment by the Area



Searching by the area displays different search results on the *Search For Existing Recurring Appointment/Request* page. The user SELECTS to **Search by Area** and CLICKS **Submit**, displaying the *Search For Existing Recurring Appointment/Request* page with the below fields and buttons. A snapshot of the page is displayed after the field description.

*Area ID	Drop-down box listing the areas the user can search by.
Customer Registration ID	Drop-down box listing mailer names and IDs to search by.
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.

Cancel button	Redirects the user to the <i>Recurring Appointment Landing</i> page.
Search button	Retrieves all recurring appointments that are for the specified area, scheduler ID, mail class, and status and populates them in a Recurring Appointment Summary table at the bottom of the page.

The *Search for Existing Recurring Appointment/Request (Search by Area)* page is displayed below.



To search for and view all recurring appointments for criteria specific area, perform the following steps on the *Search for Existing Recurring Appointment/Request* page:

1. SELECT Area from the **Search By** drop-down box
2. CLICK the **Submit** button
3. SELECT the area to search for recurring appointments for from the **Area ID** drop-down box
4. SELECT the scheduler from the **Customer Registration ID** drop-down box
5. SELECT the Mail Class from the **Mail Class** drop-down box
6. SELECT the Status from the **Status** drop-down box
7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table



The *Search for Existing Recurring Appointment/Request* page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

<i>Recurring Appointment Summary section</i>	Lists the recurring appointments and their related information that fall within the specified search criteria.
<i>Sequence Number hyperlink column</i>	Lists the sequence IDs of all recurring appointments that are associated with the selected area, scheduler ID, mail class, and status and is linked to the <i>Recurring Appointment Management</i> page for the appointment.
<i>Facility column</i>	Lists the facility name of the recurring appointment.
<i>NASS Code column</i>	Lists the three to five character NASS Code of facility.
<i>District column</i>	Lists the district of the facility associated to the recurring appointment.
<i>Status column</i>	Lists the status of the recurring appointment.
<i>Scheduling Frequency Days column</i>	Lists the day(s) of the week for the recurring appointment.
<i>Scheduling Frequency Weeks column</i>	Lists the week(s) of the month for the recurring appointment.
<i>Appointment Time column</i>	Lists the time of day for the recurring appointment.
<i>Appointment Type column</i>	Lists the appointment type for the recurring appointment.
<i>Mail Class column</i>	Lists the mail class(es) for the recurring appointment.
<i>Old Pallet/Bedloaded Unit Count column</i>	Lists the old pallet or bedloaded unit count for the recurring appointment.
<i>New Pallet/Bedloaded Unit Count column</i>	Lists the new pallet or bedloaded unit count for the recurring appointment.
<i>Effective Date column</i>	The effective date range within which the recurring appointment occurs.
<i>Request Date column</i>	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).

Approval Date column	Lists the date the recurring appointment request was approved or denied by an USPS user.
----------------------	--

The Search For Existing Recurring Appointment/Request page is displayed below when a user searches by Area.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' search interface. The main heading is 'Search For Existing Recurring Appointment/Request'. Below this, there are search criteria fields: 'Search By' (set to 'Area'), 'Area ID' (set to '4B - Northeast (B)'), 'Customer Registration ID', 'Mail Class' (set to 'Standard'), and 'Status'. A 'Search' button is visible. Below the search fields is a 'Recurring Appointment/Request Summary' table with columns for Sequence Number, Facility, NASS Code, District, Status, Scheduling Frequency (Days and Weeks), Appt Time, Appt Type, Mail Class, Old Pallet/Bedloaded Unit Count, New Pallet/Bedloaded Unit Count, Effective Date, Request Date, and Approval Date. A single row of data is shown for sequence number 10084 at the Springfield 01Z BHC facility in Massachusetts, with an active status and a Saturday scheduling frequency.

### Search for a Recurring Appointment by the District



Searching by the district displays a different *Search for Existing Recurring Appointment/Request* page. The user SELECTS to **Search by** District and CLICKS **Submit**, displaying the *Search for Existing Recurring Appointment/Request* page with additional fields and buttons, described below. A snapshot of the page is displayed after the field description.

*District ID	Drop-down box listing the districts the user can search by.
Customer Registration ID	Drop-down box listing mailer names and IDs to search by.
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.
Cancel button	Redirects the user to the <i>Recurring Appointment Landing</i> page.
Search button	Retrieves all recurring appointments that are for the specified district, scheduler ID, mail

class, and status. The Recurring Appointment Summary table is populated and displayed at the bottom of the page.

The *Search For Existing Recurring Appointment/Request (Search by District)* page is displayed below.



To search for and view all recurring appointments for the specified criteria, perform the following steps on the *Search For Existing Recurring Appointment/Request* page:

1. SELECT District from the **Search By** drop-down box
2. CLICK the **Submit** button
3. SELECT a district to search for recurring appointments for from the **District ID** drop-down box
4. SELECT the scheduler from the **Customer Registration ID** drop-down box
5. SELECT the Mail Class from the **Mail Class** drop-down box
6. SELECT the Status from the **Status** drop-down box
7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table



The *Search For Existing Recurring Appointment/Request* page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

<i>Recurring Appointment Summary section</i>	Lists the recurring appointments and their related information that fall within the specified search criteria.
<i>Sequence Number hyperlink column</i>	Lists the sequence IDs of all recurring appointments that are associated with the selected district, scheduler ID, mail class, and status and is linked to the <i>Recurring Appointment Management</i> page for the appointment.
<i>Facility column</i>	Lists the facility name of the recurring appointment.
<i>NASS Code column</i>	Lists the three to five character NASS Code of the facility.
<i>Status column</i>	Lists the status of the recurring appointment.
<i>Scheduling Frequency Days column</i>	Lists the day(s) of the week for the recurring appointment.
<i>Scheduling Frequency Weeks column</i>	Lists the week(s) of the month for the recurring appointment.
<i>Appointment Time column</i>	The time the recurring appointment is scheduled to arrive at the facility for the given day.
<i>Appointment Type column</i>	Lists the appointment type for the recurring appointment.
<i>Mail Class column</i>	Lists the mail class(es) for the recurring appointment.
<i>Old Pallet/Bedloaded Unit Count column</i>	Lists the old pallet or bedloaded unit count for the recurring appointment.
<i>New Pallet/Bedloaded Unit Count column</i>	Lists the new pallet or bedloaded unit count for the recurring appointment.
<i>Effective Date column</i>	Lists the requested effective date range for the recurring appointment.
<i>Request Date column</i>	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).
<i>Approval Date column</i>	Lists the date the recurring appointment request was approved or denied by an USPS user.



The Search For Existing Recurring Appointment/Request page is displayed below.

**Search for a Recurring Appointment by the Facility**



Searching by the facility displays a different *Search For Existing Recurring Appointment/Request* page. The user **SELECTS** to **Search by Facility** and **CLICKS Submit**, displaying the *Search For Existing Recurring Appointment/Request* page with additional fields and buttons, described below. A snapshot of the page is displayed after the field description.

<i>State</i>	Drop-down box listing all state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state .
<i>Search button</i>	Retrieves the facilities associated to the City and State and populates them in the <b>Facility</b> drop-down box.
<i>NASS Code</i>	Input box to enter three to five character the NASS Code of the requested facility.
<i>Search button</i>	Retrieves the facility associated to the NASS Code and populates it in the <b>Facility</b> drop-down box.
<i>*Facility</i>	Drop-down box containing facilities associated with the selected search city/state or NASS Code search criteria.
<i>Customer</i>	Drop-down box listing mailer names and IDs to select from.

Registration ID	
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.
Cancel button	Redirects the user to the <i>Recurring Appointment Landing</i> page.
Search button	Retrieves all recurring appointments that are for the specified facility, scheduler ID, mail class, and status and populates them in a Recurring Appointment Summary table at the bottom of the page.

The *Search For Existing Recurring Appointment/Request (Search by Facility)* page is displayed on the following page.



To search for and view all recurring appointments for criteria specific facility, perform the following steps on the *Search For Existing Recurring Appointment/Request* page:

1. SELECT Facility from the **Search By** drop-down box
2. CLICK the **Submit** button
3. SELECT a facility from the **Facility** drop-down box by searching for a facility by one of the following two ways:

*To search for a facility by state and city:*

- a. SELECT a state from the **State** drop-down box
- b. CLICK the **View Cities** button
- c. SELECT a city from the **City** drop-down box
- d. CLICK the **Search** button
- e. SELECT a facility from the **Facility** drop-down box

*To search for a facility by NASS Code:*

- a. ENTER the three to five character ID in the **NASS Code** text box
- b. CLICK the **Search** button
- c. SELECT a facility from the **Facility** drop-down box
4. SELECT the scheduler from the **Customer Registration ID** drop-down box
5. SELECT the Mail Class from the **Mail Class** drop-down box
6. SELECT the Status from the **Status** drop-down box
7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table



The *Search For Existing Recurring Appointment/Request* page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

<i>Recurring Appointment Summary section</i>	Lists the recurring appointments and their related information that fall within the specified search criteria.
<i>Sequence Number hyperlink column</i>	Lists the sequence IDs of all recurring appointments that are associated with the selected facility, scheduler ID, mail class, and status and is linked to the <i>Recurring Appointment Management</i> page for the appointment.
<i>Status column</i>	Lists the status of the recurring appointment.
<i>Scheduling Frequency Days column</i>	Lists the day(s) of the week for the recurring appointment.
<i>Scheduling Frequency Weeks column</i>	Lists the week(s) of the month for the recurring appointment.
<i>Appointment</i>	Lists the time of day for the recurring appointment.

<i>Time column</i>	
<i>Appointment Type column</i>	Lists the appointment type for the recurring appointment.
<i>Mail Class column</i>	Lists the mail class(es) for the recurring appointment.
<i>Old Pallet/Bedloaded Unit Count column</i>	Lists the old pallet or bedloaded unit count for the recurring appointment.
<i>New Pallet/Bedloaded Unit Count column</i>	Lists the new pallet or bedloaded unit count for the recurring appointment.
<i>Effective Date column</i>	Lists the requested effective date range for the recurring appointment.
<i>Request Date column</i>	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).
<i>Approval Date column</i>	Lists the date the recurring appointment request was approved or denied by an USPS user.

The *Search For Existing Recurring Appointment/Request* page is displayed on the following page.

**Facility Access and Shipment Tracking (FAST)**

**Search For Existing Recurring Appointment/Request**

Choose Search Criteria  
Please select the search method and enter the required appointment information.  
Then click Search to locate the appointment. (\* Required Fields)

\* Search By:

State:   NASS Code:

City:

\* Facility:

Scheduler ID:

Mail Class:  Status:

**Recurring Appointment/Request Summary**

Below is the recurring appointment information you requested. Click the Recurring Appointment ID link to access the appointment and content information you would like to view/edit.

Sequence Number	Status	Scheduling Frequency		Appt Time	Appt Type	Mail Class	Old Pallet / Bedloaded Unit Count	New Pallet / Bedloaded Unit Count	Effective Date	Request Date	Approval Date
		Days	Weeks								
90001	Pending Review	Daily		12:00	Pallet	Standard	10(P)	10(P)	10/05/2006	09/20/2006	
90002	Pending Review	Monday, Tuesday, Wednesday, Thursday, Friday	Bi-Weekly	15:00	Pallet	Standard	10(P)	10(P)	10/05/2006	09/20/2006	
90003	Pending Review	Monday, Tuesday, Wednesday, Thursday, Friday	First Week, Third Week, Fourth Week	13:00	Pallet	Standard	15(P)	15(P)	10/05/2006	09/20/2006	

Export options: [Download into Excel](#) | [View Printable Version](#)

### Search for an Individual Appointment Instance of a Recurring Appointment

A user may search for a single appointment occurrence of a recurring appointment by searching for the unique ID number assigned to the appointment instance. The ID number is unique for each individual appointment in the recurring appointment and is different than the recurring sequence number.

The format of the unique ID number is defined as:

Recurring Sequence Number + 'R' + Date (mmdd) (maximum of 10 characters long)

When a user needs to search for a single appointment instance, they may derive the unique ID number by using the defined format above.

For example, if a user wants to search for the appointment arriving on November 13<sup>th</sup> in the recurring appointment with a sequence number of 10312, the user would use the one time appointment search process in FAST (described in section 6.4.1 – *Appointment Search*) to search for an appointment ID of 10312R1113.


### 7.2.2 Recurring Appointment Management

After a user searches for a recurring appointment by the sequence ID, area, district, or the facility, they are taken to the *Edit Recurring Appointment Request* page when the selected recurring appointment hyperlink is clicked. From the *Edit Recurring Appointment Request* page, a user has the ability to:

- Edit appointment level information
- View Appointment Audit Information

- Go to the *Add/Edit Content Information* page
- Add additional contents
- Cancel the recurring appointment
- Create a copy of the recurring appointment
- View/Access instances of the recurring appointment
- View a summary of the recurring appointment contents

Editing appointment and content level information through the Recurring Appointment Management area in FAST sets the Recurring Appointment Request status to Pending. A USPS user must approve the changes before they will take effect. If an already scheduled appointment instance needs to be updated and is within the allowable time frame to be modified, the user can update it by clicking the instances in the Recurring Appointment Instances section. The user may also edit the appointment or content information through the one time appointment management process via the recurring instance appointment ID (described in section 6.4.2 – *Appointment Management*).



**Note:**  
 Non-Pure Periodical Recurring Appointment Series cannot change facilities.

A user may change the facility of a recurring appointment series if the following conditions are met: the appointment is Pure Periodicals and a redirection has been set for at least one of the contents in the appointment.

The *Recurring Appointment Management* section gives a brief description of the processes listed above. It also details the steps and screens accessed when a user cancels a recurring appointment. Editing and adding contents is discussed in more detail in section 7.2.3 – *Recurring Content Information Management*.



The listed actions may be accessed from the *Edit Recurring Appointment Request* page. The fields and buttons on the *Edit Recurring Appointment Request* page are described below. A snapshot of the page is displayed after the field description.

<i>Create Copy button</i>	Displays the <i>Create Recurring Appointment</i> page populated with information from the copied recurring appointment.
<i>Cancel Appointment button</i>	Cancels the recurring appointment in the system.
<i>Sequence Number</i>	The ID associated to the master recurring appointment record.
<i>Status</i>	The status of the recurring appointment.
<i>Facility Name</i>	The name of the facility where the recurring appointment is scheduled.
<i>NASS Code</i>	The three to five character NASS Code associated to the recurring appointment's facility.
<i>Customer Registration ID</i>	The ID associated to the recurring appointment's mailer.
<i>Scheduler Name</i>	The scheduler name of the recurring appointment.

<i>Contact Name</i>	The scheduler contact name of the recurring appointment.
<i>Contact Phone Number</i>	The scheduler phone number of the recurring appointment.
<i>Contact Email</i>	The scheduler email address of the recurring appointment.
<i>Last Update Date/Time</i>	The date and time that the recurring appointment was last updated.
<i>Last Update User Name</i>	The user name of the user who last updated the recurring appointment.
<i>Requested Date</i>	The date the recurring appointment was requested.
<i>Approval Date</i>	The date the recurring appointment was approved.
<i>View Audit Information button</i>	Displays the <i>Recurring Appointment Audit Information</i> page.
<i>*Mail Class check boxes</i>	The mail class(es) of the recurring appointment.
<i>*Select Date Range</i>	The effective date range of the recurring appointment.
<i>Appointment Time</i>	The appointment time of the recurring appointment.
<i>Appointment Type</i>	The appointment type of the recurring appointment.
<i>Number of Pallet Positions</i>	The number of pallet positions of the recurring appointment.
<i>*Scheduling Frequency</i>	Selects which day(s) of the week and which week(s) within the selected date range on which the recurring appointment is to occur.
<i>Comments</i>	Displays any miscellaneous comments regarding the appointment.
<i>Cancel button</i>	Displays the <i>Search For Existing Recurring Appointment/Request</i> page without saving any changes to the appointment.
<i>Submit button</i>	Displays the <i>Recurring Appointment Confirmation</i> page, saving any changes to the appointment.
<i>Recurring Appointment Contents section</i>	Displays all contents associated to the recurring appointment.
<i>Content ID column</i>	Lists the IDs of each content associated to the recurring appointment.

<i>Mail Preparer column</i>	Lists the scheduler name of the mail preparer associated to the recurring content.
<i>Mail Class column</i>	Lists the mail class of the recurring content.
<i>Mail Shape column</i>	Lists the mail shape of the recurring content.
<i>Pallet Count column</i>	Lists the total count of pallets of the recurring content.
<i>Bedloaded Unit Count column</i>	Lists the total count of bedloaded units of the recurring content.
<i>Manage Content Button</i>	Displays the <i>Recurring Content Information Management</i> page.
<i>Recurring Appointment Instances section</i>	Displays all instances of the recurring appointment that have been created for the next 14 days.
<i>Appointment ID column</i>	Lists the appointment ID of each instance of the recurring appointment that has been created.
<i>Appointment Date column</i>	Lists the appointment's scheduled date.
<i>*Appointment Time column</i>	Lists the appointment's scheduled time of the recurring instance.
<i>*Appointment Type column</i>	Lists the appointment type of the recurring instance.
<i>Mail Class column</i>	Lists the mail class(es) of the recurring instance.
<i>Total Pallet Count column</i>	Lists the total pallet count of the recurring instance.
<i>Total Bedloaded Unit Count column</i>	Lists the total count of bedloaded units of the recurring instance.

The *Edit Recurring Appointment Request* page is displayed on the following page.





Home | Sign Out

Facility Access and Shipment Tracking (FAST)

- Appointments
- Recurring Appointments
- Request New Recurring Appointment
- Manage Recurring Appointments/Requests
- Manage Publication Exclusions
- Facilities
- Profiles
- Reports
- Resources
- Origin Entry
- Customer / Supplier
- Agreements
- ITM

## Facility Access and Shipment Tracking (FAST)

### Edit Recurring Appointment

[Create Copy >](#) [Cancel Recurring Appointment >](#)

Sequence Number: 90004  
 Status: Active  
 Facility Name: SPRINGFIELD BMC  
 NASS Code: 01Z  
 Customer Registration ID: 999999999980  
 Scheduler Name: Mailer 1  
 Contact Name: John Doe  
 Contact Phone Number: (202) 651-1234  
 Contact Email: [USPSFAST2@GMAIL.COM](mailto:USPSFAST2@GMAIL.COM)  
 Last Update Date/Time: 03/28/2008 07:52:34  
 Last Update User Name: FSD01  
 Requested Date: 03/28/2008  
 Approval Date: 03/28/2008 07:52:34  
 Original Date Range: 04/12/2008 to 04/12/2999

[View Audit Information >](#)

\* Mail Class:  Standard  
 Package Services  
 Periodicals  
 All contents are Perishable

\* Select Date Range: 04/15/2008 To: 04/12/2999

\* Appointment Time: 0:00

\* Appointment Type: Pallet

Number of Pallet Positions:

\* Scheduling Frequency

- Daily
- Saturday
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Weekly
- Bi-Weekly
- First Week
- Second Week
- Third Week
- Fourth Week
- Fifth Week
- Sixth Week

Comments:

[Cancel](#) [Submit >](#)

#### Recurring Appointment Contents

Content ID	Mail Preparer	Mail Class	Mail Shape	Pallet Count	Redloaded Unit Count
900000005	N/A	Standard	Machinable Parcel	1	1
900000006	N/A	Package Services	Machinable Parcel	1	1
900000007	N/A	Periodicals	Machinable Parcel	1	1
<b>Total</b>				<b>3</b>	<b>3</b>

[Manage Content](#)

#### Recurring Appointment Instances

Appointment ID	Appointment Date	Appointment Time	Appointment Type	Mail Class	Total Pallet Count	Total Redloaded Unit Count
No Records Found						

**Edit Appointment Level Information**

A user may edit the following appointment level information on the *Edit Recurring Appointment Request* page:

- Mail Class
- Date Range of Recurring Appointment
- Appointment Time
- Appointment Type
- Number of Pallet Positions
- Scheduling Frequency
- Comments regarding the appointment



To edit any of the above fields, a user **CLICKS** in the desired textbox and updates the entry with the new information. **CLICKING** the **Submit** button on the *Edit Recurring Appointment Request* page updates the recurring appointment with the new information and displays the *Recurring Appointment Confirmation* page.

**View Appointment Audit Information**

A user may view an appointment’s audit information report by accessing the *Recurring Appointment Management* page.



A user may access the *Recurring Appointment Audit Information* page through the *Recurring Appointment Management* page. A user **CLICKS** the **View Audit Information** button on the *Edit Recurring Appointment Management* page and is taken to the *Recurring Appointment Audit Information report* page. The fields display as read-only and contain all appointment audit information.



The fields and buttons on the *Recurring Appointment Audit Information* search page are described below. A snapshot of the page is displayed after the field descriptions

<i>Status</i>	The current status of the appointment.
<i>Scheduling Frequency Days</i>	Day(s) of the week on which the recurring appointment is to occur.
<i>Scheduling Frequency Weeks</i>	Week(s) on which the recurring appointment is to occur.
<i>Appt Time</i>	The time the appointment is to arrive at the facility.
<i>Appt Type</i>	The appointment type code (Pallet, Speedline, Bedload).
<i>Pallets Containing Trays</i>	The total number of pallets containing trays.
<i>Pallets Containing Sacks</i>	The total number of pallets containing sacks.

<i>Pallets Containing Parcels</i>	The total number of pallets containing parcels.
<i>Pallets Containing Bundles</i>	The total number of pallets containing bundles.
<i>Bedloaded Units Trays</i>	The total number of tray that are bedloaded.
<i>Bedloaded Units Sacks</i>	The total number of sacks that are bedloaded.
<i>Bedloaded Units Parcels</i>	The total number of parcels that are bedloaded.
<i>Bedloaded Units Bundles</i>	The total number of bundles that are bedloaded.
<i>Mail Class</i>	Lists the mail class(es) for the appointment.
<i>Update User ID</i>	The ID associated to the user who last updated the appointment.
<i>Last Update Date/Time</i>	The date and time that the appointment was last updated.

The Recurring *Appointment Audit Information Report* page is displayed on the following page.

The screenshot displays the 'Facility Access and Shipment Tracking (FAST)' interface. The main content area is titled 'Recurring Appointment Audit Information' and includes a 'Selected Criteria' section with the following details:

- Recurring Sequence Id: 90004
- Facility: 012 - SPRINGFIELD BMC
- Customer Registration ID: 99999999980 - Mailer 1
- Status Code Legend: ACT = Active, CNCL = Cancelled, DNY = Denied, PND = Pending Review
- Mail Class Legend: PS=Package Services, PER=Periodicals, STD=Standard, N/C=No Content
- Appointment Type Legend: B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

Below this information is a table with columns for Status, Days, Weeks, Appt Time, Appt Type, Pallets Containing (Parcels, Sacks, Trays, Bundles), Bedloaded Units (Sacks, Trays, Bundles), Mail Class, Update User, and Last Update Date/Time. The table contains four rows of data, all with a status of 'ACT' and a last update date of 03/28/2008.

Export options: [Download into Excel](#) | [View Printable Version](#)

For best results, download this report into Excel and print in 'Landscape' mode.

Total (4 results)

### Edit Content Level Information

A user may edit a recurring appointment's content level information by accessing the *Recurring Content Information Management* page from the *Edit Recurring Appointment Request* page.



To access the *Recurring Content Information Management* page, a user **CLICKS** the **Manage Content** button in the Recurring Appointment Contents section of the *Edit Recurring Appointment Request* page. After editing the content information, the user **CLICKS** the **Submit** button on the *Recurring Content Information Management* page, which updates the content information in the system and displays the *Recurring Appointment Confirmation* page for the appointment.

Managing recurring content information is detailed in section 7.2.3 – *Content Information Management*.

### Add Additional Contents

A user may add additional contents to the appointment by accessing the *Recurring Content Information Management* page from the *Edit Recurring Appointment Request* page.



To access the *Recurring Content Information Management* page, a user **CLICKS** the **Manage Content** button in the Recurring Appointment Contents section of the *Edit Recurring Appointment Request* page. The user then **ENTERS** the total number of contents for each mail class in the **Standard**, **Package Services**, and **Periodicals** textboxes. Contents are dependent on the mail class chosen from the *Edit Recurring Appointment* page. Hence if the recurring appointment was scheduled for Periodicals, only Periodicals mail content can be added on the *Add/Edit Recurring Content Information* page.

**Cancel a Recurring Appointment**

The following section details the process and pages to cancel a recurring appointment in FAST. Canceling a recurring appointment also cancels all contents that are associated to the appointment. However, canceling a recurring appointment does not cancel any appointment instances that have been created within the next 14 days. A user needs to cancel each appointment instance individually to cancel those instances.



A user begins to cancel an appointment from the *Edit Recurring Appointment Request* page by **CLICKING** the **Cancel Recurring Appointment Request** button. The *Recurring Appointment Request Cancellation Confirmation* page displays confirming that the appointment was cancelled.

The fields and buttons on the *Recurring Appointment Request Cancellation Confirmation* page are described below. A snapshot of the page is displayed after the field description.

<i>Sequence ID hyperlink</i>	Displays the Edit Recurring Appointment Request page
<i>Return to Home button</i>	Displays the Recurring Appointments Landing page
<i>Return to Search button</i>	Displays the Search For Existing Recurring Appointment/Request page

The *Recurring Appointment Request Cancellation Confirmation* page is displayed on the following page.

The screenshot displays the FAST web application interface. At the top left is the United States Postal Service logo. The top right corner contains links for 'Home' and 'Sign Out'. A blue navigation sidebar on the left lists categories such as 'Appointments', 'Facilities', and 'Resources'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and features a confirmation message: 'Recurring Appointment Request Cancellation Confirmation'. The message states that a recurring appointment request with sequence number 90001 has been successfully cancelled and provides instructions on how to return to the appointment page. Two buttons, 'Return to Home >' and 'Return to Search', are positioned below the message. The footer contains a site map, contact information, and legal notices.

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Recurring Appointment Request Cancellation Confirmation

Your recurring appointment request, [90001](#), has been successfully cancelled. To return to the recurring appointment request, click the Sequence Number link to access the Update Existing Recurring Appointment page.

[Return to Home >](#) [Return to Search](#)

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### 7.2.3 Recurring Content Information Management

A user may modify and cancel content level information for a recurring appointment via the *Recurring Content Information Management* page. As described in section 7.2.2 – *Recurring Appointment Management*, a user may access the *Recurring Content Information Management* page by CLICKING on the **Manage Content** button on the *Edit Recurring Appointment Request* page. This section describes how to:

- Edit Content Level Information
- Add Additional Contents
- Cancel a Content from a Recurring Appointment

#### **Edit Content Level Information**



The *Recurring Content Information Management* page looks very similar to the *Add Recurring Content Information* page. The fields and buttons of the *Recurring Content Information Management* page are described below. A snapshot of the page is displayed after the field description.

<i>Standard</i>	The number of expected Standard contents to be created with the appointment.
<i>*Package Services</i>	The number of expected Package Services contents to be created with the appointment.
<i>Periodicals</i>	The number of expected Periodicals contents to be created with the appointment.
<i>Manage Content Button</i>	Changes the number and type of contents to be created with the current appointment.
<i>The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box, and the Manage Content button has been CLICKED.</i>	
<i>Standard Content Grid</i>	Displays when a number of expected standard contents to be created are entered into the Standard text box and the <b>Manage Content</b> button has been CLICKED.
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.

<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Add Recurring Content Information</i> page with the content duplicated the selected number of times.



*The description below describes the Package Services Content Grid. It is displayed when a number of expected package services contents are entered into the Package Services text box ,and the Manage Content button has been CLICKED.*

<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the partial scheduler IDs of available mail preparers.
<i>Mail Owner ID</i>	Drop-down box listing the partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners for this specific content.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.
<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>*Package Services Sub-Type</i>	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
<i>Perishable checkbox</i>	Indicates if the content is perishables.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.

<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>In Home Start date</i>	The starting date and time the content is expected to arrive at the final destination.
<i>In Home End date</i>	The ending date and time the content is expected to arrive at the final destination.
<i>eVS Content Checkbox</i>	Indicates eVS content if checked.
<i>Number to Duplicate</i>	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
<i>Duplicate button</i>	Displays the <i>Add Recurring Content Information</i> page with the content duplicated the selected number of times.
<i>The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED.</i>	
<i>Content Number</i>	Number of the current content being created.
<i>Clear Content Checkbox</i>	Clears the data fields in the content.
<i>*Mail Preparer ID</i>	Drop-down box listing the partial scheduler IDs of available mail preparers.
<i>News checkbox</i>	Select the checkbox if the content is news.
<i>Mail Owner ID</i>	Drop-down box listing the partial scheduler IDs of available mail owners.
<i>Add button</i>	Adds the selected Mail Owner to the list of associated mail owners.
<i>Associated Mail Owners</i>	The names of the associated mail owners.
<i>Remove</i>	Removes the selected Mail Owner from the list of associated mail owners.

<i>*Mail Shape</i>	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
<i>Content Name</i>	The name of the content being created.
<i>Count of Pallets Containing Sacks</i>	The total number of pallets containing sacks for this specific content.
<i>Count of Pallets Containing Trays</i>	The total number of pallets containing trays for this specific content.
<i>Count of Pallets Containing Parcels</i>	The total number of pallets containing parcels for this specific content.
<i>Count of Pallets Containing Bundles</i>	The total number of pallets containing bundles for this specific content.
<i>Bedloaded Sack Count</i>	The total number of sacks that are bedloaded for this specific content.
<i>Bedloaded Tray Count</i>	The total number of trays that are bedloaded for this specific content.
<i>Bedloaded Parcel Count</i>	The total number of parcels that are bedloaded for this specific content.
<i>Bedloaded Bundle Count</i>	The total number of bundles that are bedloaded for this specific content.
<i>Publication Name</i>	Text box to input the publication name to search.
<i>USPS Publication ID</i>	Text box to input the publication ID of the publication to search.
<i>Search button</i>	Retrieves the publication(s) associated to the search criteria and populates them in the <b>Publication</b> drop-down box.
<i>Publication</i>	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.
<i>Add button</i>	Adds the selected publication to the associated publications.
<i>Associated</i>	The publications associated for this specific content.

<i>Publications</i>	
<i>Remove button</i>	Removes the selected publication from the associated publications.
<i>Destination Discount checkbox</i>	Indicates if a destination discount is being claimed for the content. If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
<i>Zone-Skipping checkbox</i>	Indicates if the content is being entered for zone-skipping, rather than destination discount.
<i>Cancel button</i>	The user is directed back to the <i>Create Recurring Appointment</i> Landing Page if the user clicks the Cancel button.
<i>Clear Contents button</i>	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes have been selected.
<i>Submit button</i>	Saves all associated contents to the appointment and creates the recurring appointment in the system.

The *Recurring Content Information Management* page is displayed on the following page.

### Facility Access and Shipment Tracking (FAST)

#### Recurring Content Information Management

Sequence Number: 00004  
Status: Active  
Scheduler Name: Mailer 1  
Customer Registration ID: 99999  
Contact Name: John Doe  
Contact Phone Number: (202) 554-1234  
Contact Email: USFSFAST2@GMAIL.COM  
Facility Name: SPRINGFIELD BMIC  
NASS Code: 01Z  
Maximum Truck Length: 65 ft  
Appointment Date Range: 04/12/2008 to 04/12/2999  
Original Date Range: 04/12/2008 to 04/12/2999  
Appointment Time: 0:00  
Frequency: Daily  
Appointment Type: Pallet  
Mail Class(es): Standard, Package Services, Periodicals

Update Content Capacity:		
Standard	Package Services	Periodicals
1	1	1
<a href="#">Manage Content</a>		

<b>Content # 1</b> <input type="checkbox"/> Clear Content	
Mail Class: Standard	
Mail Preparer ID: <input type="text"/>	
Mail Owner ID: <input type="text"/> <a href="#">Add &gt;</a> Associated Mail Owners: <input type="text"/> <a href="#">Remove &gt;</a>	
Mail Shape: --Select One-- Content Name: <input type="text"/>	
Count of Pallets: Sacks: <input type="text"/> Trays: <input type="text"/> Bundles: <input type="text"/> Parcels: <input type="text"/>	
Bedded: Sack Count: <input type="text"/> Tray Count: <input type="text"/> Bundle Count: <input type="text"/> Parcel Count: <input type="text"/>	
In Home Start Date: <input type="text"/> In Home End Date: <input type="text"/>	
eVS Content: <input type="checkbox"/>	
Number to Duplicate: 1 <a href="#">Duplicate &gt;</a>	
<b>Content # 2</b> <input type="checkbox"/> Clear Content	
Mail Class: Package Services	
Mail Preparer ID: <input type="text"/>	
Mail Owner ID: <input type="text"/> <a href="#">Add &gt;</a> Associated Mail Owners: <input type="text"/> <a href="#">Remove &gt;</a>	
Mail Shape: --Select One-- Content Name: <input type="text"/>	
<small>Note: NFM = 6oz should be scheduled as Irregular Parcels and NFM &gt;= 6oz should be scheduled as Mailable Parcels.</small>	
Package Services Sub-Type: --Select One-- Perishable: <input type="checkbox"/>	
Count of Pallets: Sacks: <input type="text"/> Trays: <input type="text"/> Bundles: <input type="text"/> Parcels: <input type="text"/>	
Bedded: Sack Count: <input type="text"/> Tray Count: <input type="text"/> Bundle Count: <input type="text"/> Parcel Count: <input type="text"/>	
In Home Start Date: <input type="text"/> In Home End Date: <input type="text"/>	
eVS Content: <input type="checkbox"/>	
Number to Duplicate: 1 <a href="#">Duplicate &gt;</a>	
<b>Content # 3</b> <input type="checkbox"/> Clear Content	
Mail Class: Periodicals	
Mail Preparer ID: <input type="text"/> News: <input type="checkbox"/>	
Mail Owner ID: <input type="text"/> <a href="#">Add &gt;</a> Associated Mail Owners: <input type="text"/> <a href="#">Remove &gt;</a>	
Mail Shape: --Select One-- Content Name: <input type="text"/>	
Count of Pallets: Sacks: <input type="text"/> Trays: <input type="text"/> Bundles: <input type="text"/> Parcels: <input type="text"/>	
Bedded: Sack Count: <input type="text"/> Tray Count: <input type="text"/> Bundle Count: <input type="text"/> Parcel Count: <input type="text"/>	
Publication Name: <input type="text"/> Associated Publications: <input type="text"/> <a href="#">Remove &gt;</a>	
OR USPS Publication ID: <input type="text"/> <a href="#">Search &gt;</a>	
Publication: <input type="text"/>	
Destination Discount: <input checked="" type="checkbox"/>	
Zone-Skiping: <input type="checkbox"/> <small>Note: When Zone Skipping is checked, CN Validation will not be performed.</small>	
Number to Duplicate: 1 <a href="#">Duplicate &gt;</a>	
<a href="#">Cancel</a> <a href="#">Clear Contents &gt;</a> <a href="#">Submit &gt;</a>	



To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content.

**Note:**

Updating content information is subject to the same constraints that are found in creating content information.

### Cancel a Content from a Recurring Appointment

From the *Recurring Content Information Management* page, a user may cancel the content from the associated appointment. However, if it is the only content associated to the recurring appointment, it may not be cancelled unless the recurring appointment is cancelled.



To cancel a content from a recurring appointment, CLICK the Cancel checkbox for the appropriate content on the Recurring Content Information Management page. Then CLICK the Submit button. The Recurring Appointment Confirmation page is displayed with the updated information.

## 7.3 Manage a Recurring Appointment Instance

A user may update and cancel a single appointment instance of a recurring appointment. However, a scheduler must submit a new recurring appointment request if the appointment or content information for an entire recurring appointment series needs to be changed.

A user may manage a recurring appointment instance through the *Appointments* area in FAST. A user follows the same process as described in section 6.4 – *Appointment Management* to update appointment and content information, add additional contents to an appointment instance, cancel a content from an appointment instance and cancel the appointment instance.

**Note:**

Non-Pure Periodical Recurring Appointment Instances cannot change facilities.

A user may change the facility of an instance in the recurring appointment series if the following conditions are met: the appointment is Pure Periodicals and a redirection has been set for at least one of the contents in the appointment.

In addition to the **Recurring Sequence Number**, which is used as the appointment number on the PS Form 8125, a unique ID number is created for each appointment instance in the recurring appointment series. This unique ID number will be used as the appointment ID when searching for the single appointment instance of the recurring appointment series. A user searches for the appointment instance using the unique ID number through the *search for an appointment by the appointment ID* process described in section 6.3 – *Appointment Management*. The unique ID number is derived from the **Recurring Sequence Number** associated to the recurring appointment series.

The format of the unique ID number is defined as:

Recurring Sequence Number + R + Date (mmdd)

The unique ID number distinguishes an appointment instance on one day from an instance on another day in the recurring series.

For example, a user needs to update information for an appointment that is scheduled to arrive on November 20<sup>th</sup>. The **Recurring Sequence Number** for the recurring appointment series is 10302. The unique ID number for that appointment instance would be 10302R1120, based on the defined format above. However, if the user needed to update the information for the appointment scheduled for November 25<sup>th</sup> in the same recurring series, the user would search for an appointment by the appointment ID of 10302R1125.

Please reference section 6.4 – *Appointment Management* for the steps and screens accessed to manage single appointments. The multi-stop management section is not applicable because recurring appointments are not included in multi-stop trips.

## 7.4 Create a Drop Ship Recurring Appointment Shell

The *Create New JIT Recurring Appointment* module allows the user to create a Recurring Appointment Shell (Recurring Appointment with no associated contents). Contents can be added by the Scheduler or Mail Owner/Mail Preparer at a later time.

This section includes:

7.4.1 Creating a Drop Ship Recurring Appointment Shell

7.4.2 Confirming a Drop Ship Recurring Appointment Shell

### 7.4.1 Creating a Drop Ship Recurring Appointment Shell

A Drop ship Recurring Appointment shell is created through the *Request New Recurring Appointment* module. This module consists of the different actions a user may perform to create a new drop ship Recurring Appointment Shell in FAST.

Creating a new drop ship Recurring Appointment Shell requires the user to follow the same steps as creating a new drop ship Recurring Appointment in FAST except for entering content information. A user must first specify the logistics information of the recurring appointment (facility, frequency, time of day, etc). Once the user has completed entering the appointment information, the user is directed to the *Add Recurring Content Information* page. A Recurring Appointment Shell is created when the user selects the **Submit** button on the *Add Recurring Content Information* page without entering any content information.



The fields and buttons on the *Add Recurring Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
<i>Update Number of Contents</i>	Field where the user may specify the number of contents requested.
<i>Manage Content button</i>	Refreshes the <i>Add Recurring Content Information</i> page and displays a content form for each content requested.
<i>Cancel button</i>	Directs the user to the <i>Recurring Appointments</i> page.
<i>Submit button</i>	Creates an Appointment Shell and redirects the user to the <i>Recurring Appointment Request Confirmation</i> page.

The *Add Recurring Content Information* page is displayed below.

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Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Add Recurring Content Information

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (\* Required Fields)

Customer Registration ID: 4433047  
Scheduler ID: 999999999980  
Scheduler Name: Mailer \*  
Facility Name: SPRINGFIELD BMC  
NASS Code: 01Z  
Maximum Truck Length: 65 ft.  
Appointment Date Range: 03/16/2010 to 03/16/2999  
Appointment Time: 14:00  
Frequency: Daily  
Appointment Type: Pallet  
Mail Class(es): Standard

Click the Submit button to bypass content creation and create recurring appointment shell only.

Update Content Capacity:

Standard	Package Services	Periodicals
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Manage Content](#)

[Cancel](#) [Submit >](#)

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## 7.4.2 Confirming a Drop Ship Recurring Appointment Shell

After a user enters the drop ship Recurring appointment shell information, the *Recurring Appointment Request Confirmation* page displays. A note informing the user that no contents have been associated to the drop ship recurring appointment is displayed.



The fields and buttons on the *Recurring Appointment Request Confirmation* page are described below. A snapshot of the page is displayed after the field description.



<i>Note</i>	Displays to warn the user that an appointment shell has been created: "Request will not be submitted to USPS for approval until contents are added."
<i>Recurring Appointment Sequence Number hyperlink</i>	Displays the sequence number that is associated to the master recurring appointment record and is a hyperlink to the <i>Recurring Appointment Management</i> page.
<i>Status</i>	The current status of the appointment.
<i>Customer Registration ID</i>	ID associated with the appointment's mailer.
<i>Scheduler Name</i>	Name of the appointment's scheduler.
<i>NASS Code</i>	The three to five character NASS Code of the facility.
<i>USPS Facility Name</i>	The facility name of the recurring appointment.
<i>Date Range</i>	The effective date range within which the recurring appointment occurs.
<i>Recurring Appointment Time</i>	The time the recurring appointment is scheduled to arrive at the facility for the given day.
<i>Frequency</i>	The specified frequency the recurring appointment is to arrive at the facility.
<i>Content ID</i>	The content ID(s) associated with the recurring appointment.
<i>Total Number of Pallets</i>	The total number of pallets in the recurring appointment.
<i>Total Number of Bedloaded Units</i>	The total number of bedloaded units in the recurring appointment.
<i>Return to Home button</i>	Redirects the user back to the <i>Create Recurring Appointment</i> page upon clicking the button.
<i>Create Copy button</i>	Redirects the user back to the <i>Create Recurring Appointment</i> page pre-populated with information from the current recurring appointment.

The *Recurring Appointment Request Confirmation* page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

- [Appointments](#)
- [Recurring Appointments](#)
  - [Request New Recurring Appointment](#)
  - [Manage Recurring Appointment/Request](#)
  - [Manage Publication Exclusions](#)
- [Facilities](#)
- [Profiles](#)
- [Reports](#)
- [Resources](#)
- [Origin Entry](#)
- [Customer / Supplier Agreements](#)
- [TEM](#)

### Recurring Appointment Request Confirmation

Your recurring appointment has been successfully requested. Below is a summary of the appointment information for your records. To edit the recurring appointment request, click the Sequence Number ID link to access the Recurring Appointment Request Management page.

**Request will not be submitted to USPS for approval until contents are added.**

Note: There are no contents associated to this recurring appointment. An email notification will be sent to the facility for review once at least one content has been associated.

**Sequence Number:** [90223](#)  
**Status:** Pending Review  
**Customer Registration ID:** 4433047  
**Scheduler ID:** 999999999980  
**Scheduler Name:** Mailer 1  
**NASS Code:** 01Z  
**USPS Facility Name:** SPRINGFIELD BMC  
**Date Range:** 03/16/2010 to 03/16/2999  
**Original Date Range:** 03/16/2010 to 03/16/2999  
**Recurring Appointment Time:** 14:00  
**Frequency:** Daily;  
**Content ID:**  
**Total Number of Pallets:** 0  
**Total Number of Bedloaded Units:** 0

[< Return to Home](#)

[Create Copy >](#)



## 7.5 Manage a Publication Exclusion

From the *Recurring Appointments Landing* page, a user may CLICK the **Manage Publication Exclusion** link to access the publication exclusion area of the FAST application. There are several possible actions a user may perform on the *Manage Publication Exclusion* page, such as creating an exclusion for a publication title over a specified date range, manage an existing exclusion date range, and cancel an existing exclusion.

The *Managing a Publication Exclusion* section includes:


- 7.5.1 Create a Publication Exclusion
- 7.5.2 Manage a Publication Exclusion



The fields and buttons of the *Manage Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

<i>Delete checkbox</i>	Deletes the publication exclusion when the Delete Exclusion button is clicked
<i>Exclusions</i>	Hyperlinks user to <i>Manage Publication Exclusions</i> page
<i>Scheduler</i>	The Scheduler name associated with the publication.
<i>Publication ID</i>	The ID associated to the publication
<i>Publication Name</i>	The name associated to the publication.
<i>Start Date</i>	Date exclusion becomes effective NOTE: <b>The Start Date cannot be less than 15 days in the future and the date range</b>
<i>End Date</i>	Date exclusion ends NOTE: <b>The Date Range may not span more than 7 days.</b>
<i>Impacted Appointments</i>	Hyperlinks user to <i>Impacted Appointments</i> page
<i>Delete Exclusion button</i>	Displays <i>Confirm Publication Exclusion</i> page
<i>Create New Exclusion button</i>	Displays <i>Create Publication Exclusion</i> page

The *Manage Publication Exclusion* page is displayed on the following page.


Home | Sign Out

Facility Access and Shipment Tracking (FAST)

**Appointments**

Recurring Appointments

[Request New Recurring Appointment](#)

[Manage Recurring Appointment/Request](#)

[Manage Publication Exclusions](#)

---

**Facilities**

[Profiles](#)

[Reports](#)

[Resources](#)

[Origin Entry](#)

[Customer / Supplier Agreements](#)

**TEM**

## Facility Access and Shipment Tracking (FAST)

### Manage Publication Exclusions [Return to Previous Screen](#)

The following actions may be taken from this page:

1. To create an exclusion for a publication title over a specified date range click: Create New Exclusion.
2. To manage an existing exclusion date range click: the Manage link next to that exclusion date range.
3. To cancel existing exclusions check the check box(es) and click the Delete Exclusion button.
4. To view recurring appointments impacted by an existing exclusion click: the View button next to that exclusion.

**Publication Exclusion Dates:**

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	<a href="#">Delete Exclusions</a>	<a href="#">Scheduler</a>	<a href="#">Publication ID</a>	<a href="#">Publication Name</a>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Impacted Appointments</a>
<input type="checkbox"/>	<a href="#">Manage</a>	Maier 1	377030	B TO B	03/28/2009	04/02/2009	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Manage</a>	Maier 1	22319	D HOME & GARDEN	03/30/2009	04/05/2009	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Manage</a>	Maier 1	10876	MODEL ENGINEER WORKSHOP	09/09/2009	09/11/2009	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Manage</a>	Maier 1	10968	CABLING INSTALLATION AND MAINTENANCE	03/28/2009	04/02/2009	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Manage</a>	Maier 1	11252	SONDAG	02/28/2012	03/06/2012	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Manage</a>	Maier 1	377030	B TO B	02/28/2009	03/09/2009	<a href="#">View</a>
<input type="checkbox"/>	<a href="#">Manage</a>	Maier 1	10901	CLEANER TIMES	02/28/2009	03/09/2009	<a href="#">View</a>

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[Delete Exclusion >](#)    [Create New Exclusion >](#)

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### 7.5.1 Create a Publication Exclusion

A user may create a publication exclusion for a recurring appointment via the *Manage Publication Exclusion* page.

As described in section 7.5 *Manage Publication Exclusion*, a user may access the *Create Publication Exclusion* page by CLICKING on the **Create New Exclusion** button on the *Manage Publication Exclusion* page. This section describes how to:

- Select a Publication
- Create an Exclusion



The fields and buttons of the *Create Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

<i>Publication Name</i>	Textbox to input the name of the publication.
<i>USPS Publication ID</i>	Textbox to input Permit ID of the Publication.
<i>Search button</i>	Retrieves the publications listed in the Publication Name textbox or the Publication ID box.
<i>Publication</i>	Drop-down box listing publications returned from search.
<i>*Scheduler ID</i>	Drop-down box listing all applicable Scheduler IDs.
<i>*Select Date Range</i>	Selects the date range that the result will be displayed.
<i>Cancel button</i>	Displays <i>Recurring Appointments</i> landing page
<i>Submit button</i>	Displays <i>Confirm Publication Exclusion</i> page
<i>The description below describes the existing publication exclusions grid. It is displayed when existing publications exist.</i>	
<i>Scheduler</i>	The scheduler name associated with the appointment.
<i>Publication Name</i>	The name associated to the publication
<i>Publication ID</i>	The ID associated to the publication.
<i>Start Date</i>	Date exclusion becomes effective
<i>End Date</i>	Date exclusion ends

The *Create Publication Exclusion* page is displayed below.

**Facility Access and Shipment Tracking (FAST)**

**Create Publication Exclusion** [Return to Previous Screen](#)

Please select a publication title, Scheduler ID and date range for which you will not be including mail then click Submit to create the exclusion. (\* Required Fields):

Creating a publication exclusion will result in one of the following actions:

1. Appointment Exclusion will cause recurring appointment instance(s) to be cancelled.
2. Content Exclusion will cause content on the recurring appointment instance(s) to be cancelled.
3. If the content to be excluded has multiple publication titles or the Scheduler ID is for a mail owner and the content has multiple mail owners the exclusion will not be created and the content will not be cancelled.

Publication Name:   
OR  
USPS Publication ID:  [Search >](#)  
Publication:

\* Customer Registration ID:

\* Select Date Range:  To:   
[Cancel](#) [Submit >](#)

**Exclusion Dates:**

The following are the existing publication exclusions.

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Scheduler	Publication ID	Publication Name	Start Date	End Date
Mailer 1	377030	B TO B	03/28/2009	04/02/2009
Mailer 1	22319	D HOME & GARDEN	03/30/2009	04/05/2009
Mailer 1	10876	MODEL ENGINEER WORKSHOP	09/09/2009	09/11/2009
Mailer 1	10968	CABLING INSTALLATION AND MAINTENANCE	03/28/2009	04/02/2009
Mailer 1	11252	SONDAG	02/28/2012	03/08/2012
Mailer 1	377030	B TO B	02/28/2009	03/08/2009
Mailer 1	10901	CLEANER TIMES	02/28/2009	03/08/2009

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### Select a Publication



To select a publication for exclusion, select a publication title, Scheduler ID and date range for which you will not be including mail, then click Submit to confirm the exclusion.



To select a publication for specified criteria, perform the following steps on the *Create Publication Exclusion* page.

1. CLICK the **Create New Exclusion** button on the *Manage Publication Exclusions* page to display the *Create Publication Exclusion* page
2. ENTER the publication name OR
3. ENTER the publication ID
4. CLICK the **Search** button
5. SELECT publication from **Publication** drop down list

**Create an Exclusion**

Creating a publication exclusion may result in recurring appointment instance(s) to be cancelled, content on the recurring appointment instance(s) to be cancelled, and/or if the content to be excluded has multiple publication titles or the Scheduler ID is for a mail owner and the content has multiple mail owners, the exclusion will not be created and the content will not be cancelled.



To create a publication with the specified criteria, perform the following steps on the *Create Publication Exclusion* page.

1. SELECT Scheduler ID from the **Scheduler ID** drop down list
2. SELECT the time frame to search within in the **Select Date** Range textboxes
3. CLICK the **Submit** button to display the *Confirm Publication Exclusion* page



**Note:** When selecting a date range: the start date cannot be less than 15 days in the future.

And the date range may not span more than 7 days



The *Confirm Publication Exclusion* page will list the selected exclusion criteria and projected recurring appointment and contents impacted by the created Publication Exclusion before exclusion is submitted. The fields and buttons of the *Confirm Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

Yes button	Finalizes exclusion and displays confirmation page
No button	Displays <i>Create Publication Exclusion</i> page
<p><i>The description below describes the Appointment Exclusion and Content Exclusion Grid. It is displayed when a Publication Exclusion is created and recurring appointments and/or contents are impacted, and the Submit button has been CLICKED on Create Publication Exclusion page.</i></p>	

<i>Recurring Sequence ID</i>	Displays the Recurring Sequence ID for the impacted Recurring Appointment.
<i>Recurring Content ID</i>	Displays the Recurring Content ID for the impacted Recurring Appointment.
<i>Appointment Dates</i>	Displays all Appointment Dates for the impacted Recurring Appointment.
<i>Facility Name</i>	Displays the Facility Name for the impacted Recurring Appointment.
<i>NASS Code</i>	Displays the three to five character NASS Code for the impacted Recurring Appointment.
<i>Total Pallet Count</i>	Lists the total pallet count of the recurring instance
<i>Total Bedloaded Count</i>	Lists the total bedload count of the recurring instance

The *Confirm Publication Exclusion* page is displayed on the following page.





Home | Sign Out

Facility Access and Shipment Tracking (FAST)

- Appointments
- Recurring Appointments
- Request New Recurring Appointment
- Manage Recurring Appointment/Request
- Manage Publication Exclusions
- Facilities
- Profiles
- Reports
- Resources
- Origin Entry
- Customer / Supplier Agreements
- TFM

## Facility Access and Shipment Tracking (FAST)

### Confirm Publication Exclusion

Are you sure you want to create the following exclusion?

USPS Publication ID: 865800  
 USPS Publication Name: TIME  
 Scheduler Name: Mailer 1  
 Customer Registration ID: 999999999980  
 Appointment Dates: 05/18/2009 - 05/25/2009

Yes  No

#### Appointment Exclusion:

FAST will cancel recurring appointment instances for all recurring sequence ID(s) and appointment dates in the table below.

Export options: [Download into Excel](#) | [View Printable Version](#)

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NAASS Code	Total Pallet Count	Total Bedload Count
90163	90000223	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

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#### Content Exclusion:

FAST will cancel recurring content ID(s) listed below for each of the recurring sequence ID(s) and appointment dates in the table below.

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Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NAASS Code	Total Pallet Count	Total Bedload Count
90162	90000221	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	4

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#### Unaffected Recurring Appointment Instances:

The publication title may not be excluded for the following recurring appointment(s) or recurring contents) for one or both of the following reasons:

1. There are multiple publication titles.
2. There are multiple mail owners.

These contents may be manually updated within 14 days of the appointment date.

Export options: [Download into Excel](#) | [View Printable Version](#)

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NAASS Code	Total Pallet Count	Total Bedload Count
90162	90000222	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

Export options: [Download into Excel](#) | [View Printable Version](#)




The *Publication Exclusion Confirmation* page will list the selected exclusion criteria and projected recurring appointment and contents impacted by the created and confirmed Publication Exclusion. The *Publication Exclusion Confirmation* page also includes drop ship recurring appointment sequences impacted by a Publication Exclusion on Origin Entry

contents. The fields and buttons of the *Publication Exclusion Confirmation* page are described below. A snapshot of the page is displayed after the field description.

*The description below describes the Appointment Exclusion and Content Exclusion Grid. It is displayed when a Publication Exclusion is submitted and recurring appointments and/or contents are impacted, and the Yes button has been CLICKED on Confirm Publication Exclusion page.*

<i>Recurring Sequence ID</i>	Displays the Recurring Sequence ID for the impacted Recurring Appointment.
<i>Recurring Content ID</i>	Displays the Recurring Content ID for the impacted Recurring Appointment.
<i>Appointment Dates</i>	Displays all Appointment Dates for the impacted Recurring Appointment.
<i>Facility Name</i>	Displays the Facility Name for the impacted Recurring Appointment.
<i>NASS Code</i>	Displays the three to five character NASS Code for the impacted Recurring Appointment.
<i>Total Pallet Count</i>	Lists the total pallet count of the recurring instance
<i>Total Bedloaded Count</i>	Lists the total bedload count of the recurring instance
<i>Return to Home button</i>	Displays <i>Recurring Appointments</i> landing page

The *Confirm Publication Exclusion* page is displayed on the following page.


Home | Sign Out

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Facility Access and Shipment Tracking (FAST)

**Appointments**

Recurring Appointments

Request New Recurring Appointment

Manage Recurring Appointment/Request

Manage Publication Exclusions

**Facilities**

Profiles

Reports

Resources

Origin Entry

Customer / Supplier Agreements

TEM

## Facility Access and Shipment Tracking (FAST)

### Publication Exclusion Confirmation

The following exclusion has been created successfully.

USPS Publication ID: 865800  
 USPS Publication Name: TIME  
 Scheduler Name: Mailer 1  
 Customer Registration ID: 99999999980  
 Appointment Dates: 05/18/2009 - 05/25/2009

**Appointment Exclusion:**

FAST will cancel recurring appointment instances for all recurring sequence ID(s) and appointment dates in the table below.

Export options: [Download into Excel](#) | [View Printable Version](#)

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NAASS Code	Total Pallet Count	Total Bedload Count
90163	900000223	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

Export options: [Download into Excel](#) | [View Printable Version](#)

**Content Exclusion:**

FAST will cancel recurring content ID(s) listed below for each of the recurring sequence ID(s) and appointment dates in the table below.

Export options: [Download into Excel](#) | [View Printable Version](#)

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NAASS Code	Total Pallet Count	Total Bedload Count
90162	900000221	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	4

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**Unaffected Recurring Appointment Instances:**

The publication title may not be excluded for the following recurring appointment(s) or recurring content(s) for one or both of the following reasons:

- There are multiple publication titles.
- There are multiple mail owners.

These contents may be manually updated within 14 days of the appointment date.

Export options: [Download into Excel](#) | [View Printable Version](#)

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NAASS Code	Total Pallet Count	Total Bedload Count
90162	900000222	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

Export options: [Download into Excel](#) | [View Printable Version](#)

[Return to Home >](#)

[Site Map](#) | [Contact Us](#) | [Forms](#) | [Gov't Services](#) | [Careers](#) | [Privacy Policy](#) | [Terms of Use](#) | [National & Premier Accounts](#)

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## 7.5.2 Manage a Publication Exclusion

A user may manage a publication exclusion for a recurring appointment via the *Manage Publication Exclusion* page.

This section describes how to:

- Edit a Publication Exclusion
- Delete a Publication Exclusion

### **Edit a Publication**

As described in section 7.5 *Manage Publication Exclusion*, a user may edit an exclusion via the *Manage Publication Exclusion* page by CLICKING on the **Manage** hyperlink for the desired exclusion on the Existing Publication Exclusion grid on the *Manage Publication Exclusion* page.



The Manage Publication Exclusion page lists the selected publication exclusion details and existing publication exclusions grid. The fields and buttons of the *Manage Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

<i>*Select Date Range</i>	Selects the date range that the result will be displayed.
<i>Cancel button</i>	Displays <i>Recurring Appointments</i> landing page
<i>Submit button</i>	Displays <i>Confirm Publication Exclusion</i> page
<i>The description below describes the existing publication exclusions grid. It is displayed when publication exclusions exist.</i>	
<i>Scheduler</i>	The scheduler name associated to the appointment.
<i>Publication Name</i>	The name associated to the publication
<i>Publication ID</i>	The ID associated to the publication.
<i>Start Date</i>	Date exclusion becomes effective
<i>End Date</i>	Date exclusion ends

The *Manage Publication Exclusion* page is displayed on the following page.

**Manage Publication Exclusion**

Please select a date range for which you will not be including mail then click Submit to manage the exclusion. (\* Required Fields):

A publication exclusion will result in one of the following actions:

1. Appointment Exclusion will cause recurring appointment instance(s) to be cancelled.
2. Content Exclusion will cause content on the recurring appointment instance(s) to be cancelled.
3. If the content to be excluded has multiple publication titles or the Scheduler ID is for a mail owner and the content has multiple mail owners the exclusion will not be created and the content will not be cancelled.

USPS Publication ID: 865800  
 USPS Publication Name: TIME  
 Scheduler Name: Mailer 1  
 Customer Registration ID: 999999999980

Select Date Range: 05/18/2009 To: 05/25/2009

[Cancel](#) [Submit >](#)

**Exclusion Dates:**

The following are the existing publication exclusions.

Export options: [Download into Excel](#) | [View Printable Version](#)

Scheduler	Publication ID	Publication Name	Start Date	End Date
Mailer 1	377030	B TO B	03/28/2009	04/02/2009
Mailer 1	22319	D HOME & GARDEN	03/30/2009	04/05/2009
Mailer 1	865800	TIME	05/18/2009	05/25/2009
Mailer 1	10876	MODEL ENGINEER WORKSHOP	09/09/2009	09/11/2009
Mailer 1	10988	CABLING INSTALLATION AND MAINTENANCE	03/28/2009	04/02/2009
Mailer 1	11252	SONDAG	02/28/2012	03/08/2012
Mailer 1	377030	B TO B	02/28/2009	03/08/2009
Mailer 1	10901	CLEANER TIMES	02/28/2009	03/08/2009

Export options: [Download into Excel](#) | [View Printable Version](#)



To edit a publication exclusion, perform the following steps on the *Manage Publication Exclusion* page

1. CLICK the **Manage** hyperlink for desired publication exclusion
2. SELECT the time frame to search within in the **Select Date** Range textboxes
3. CLICK the **Submit** button to display the *Confirm Publication Exclusion* page

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## Delete a Publication

As described in section 7.5 *Manage Publication Exclusion*, a user may delete an exclusion via the *Manage Publication Exclusion* page by CHECKING the **Delete** checkbox for the desired exclusion(s) on the Existing Publication Exclusion grid on the *Manage Publication Exclusion* page.



To delete a publication(s), perform the following steps on the *Manage Publication Exclusion*

1. CHECK the **Delete** checkbox for desired publication exclusion(s)
2. CLICK the **Delete Exclusion** button to display the *Confirm Publication Exclusion* page

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Hanging: 0.25", Numbered + Level:  
1 + Numbering Style: 1, 2, 3, ... +  
Start at: 1 + Alignment: Left +  
Aligned at: 0.65" + Tab after: 0.5"  
+ Indent at: 0.95"

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## 8.0 Corporate Profile

Corporate Profile information refers to the Corporation's contact information shown in FAST. This information is entered in *PostalOne!* upon registering as a FAST user. *PostalOne!* then passes along the entered information to FAST. The *Corporate Profile* page displays the Corporation's Name, ID, Address, Contact Name, Phone Number, Fax Number, Email, and a hyperlinked listing of all schedulers associated with the Corporation. The hyperlink drills down to the *Scheduler Profile* page which displays all information regarding the specified scheduler.

The Profiles section includes:

**8.1 Corporate Profile** – Describes how a user may view the Corporate Profile information.

**8.2 Scheduler Profile** – Describes how a user may view the Scheduler Profile information for the selected Corporation.

**8.3 Manage Preferred USPS Publications** – Describes how a user can set up preferred publications in the Scheduler Profile

**8.4 Manage Preferred Customers** – Describes how a user can set up preferred customers in the Scheduler Profile

The user may access the Corporate Profile and Scheduler Profile from **Profiles** link on the *FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page (described in module 4.0 - *Landing pages*). The user may then CLICK the **Corporate Profile** link, or associated **Go>** button to display the *Corporate Profile Selection* page.

### 8.1 Corporate Profile

Corporate profile information consists of the contact information for a selected corporate ID. The user may view Corporation contact information for associated corporate IDs. Maintenance of the data occurs in the Business Customer Gateway.

The *Corporate Profile* section describes the process for viewing the Corporation's information.

The user begins the process from the *Profiles Landing* page. The user CLICKS the **Corporate Profile** link, or associated **Go>** button to display the *Corporate Profile Selection* page. The user may select a Corporation from the **Corporate ID** drop-down box, on the *Corporate Profile Selection* page. Only Corporations associated to the user will be displayed in the drop-down box.



**Note:**

Users may only view the *Corporate/Scheduler Profile* for associated corporations and schedulers. If the user is only associated with one corporation the user will be directed to the *Corporate Profile* page without selecting a Corporation from the **Corporate ID** drop-down box.

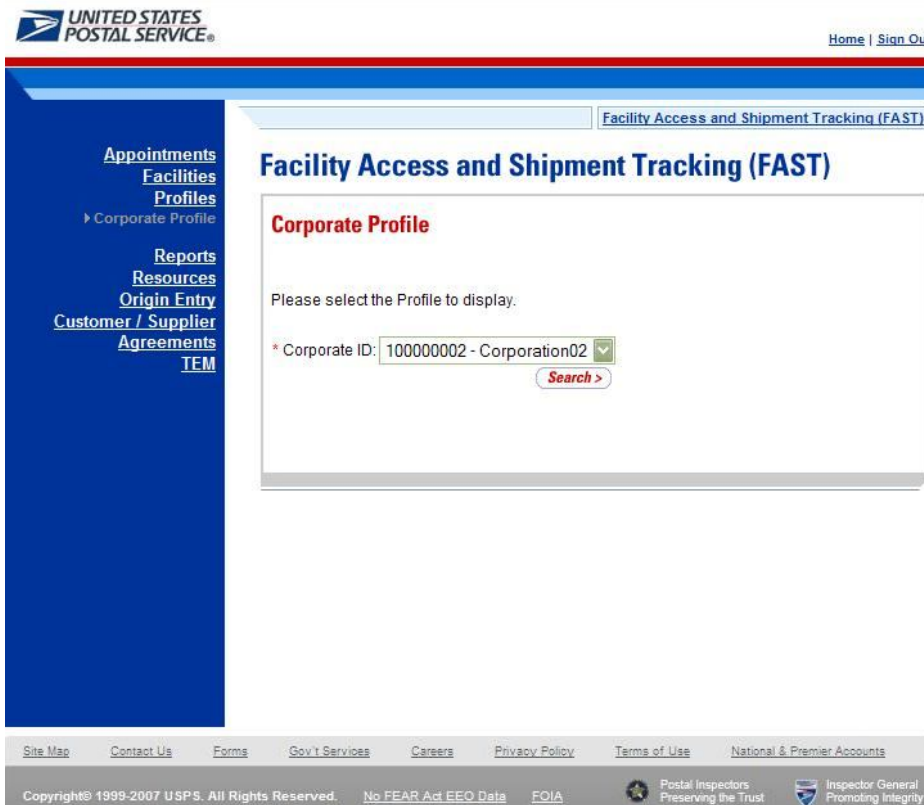


The fields and buttons on the *Corporate Profile Selection* page are described below. A snapshot of the page is displayed after the field description.



*Corporate ID	Drop-down box containing Corporate Name and ID options.
Search button	Retrieves the Corporate Profile associated with that Corporate ID and displays the <i>Corporate Profile</i> page.

The *Corporate Profile Selection* page is displayed below.



From the *Corporate Profile Selection* page, the user may view the contact information for a Corporate ID by performing the following steps:

1. SELECT a corporation from the **Corporate ID** drop-down box.
2. CLICK the **Search** button to view the Corporate Profile page.

The *Corporate Profile* page opens displaying the contact information for the Corporation. The fields and buttons on the *Corporate Profile* page are described below. A snapshot of the page is displayed after the field description.

<i>Corporate Name</i>	The full name of the Corporation.
<i>Corporate ID</i>	The Corporate ID of the Corporation as defined by <i>PostalOne!</i>
<i>Address</i>	The street address of the Corporation.
<i>City</i>	The city where the Corporation resides.
<i>State</i>	The state code where the Corporation resides.
<i>ZIP + 4</i>	The 9-digit ZIP Code where the Corporation resides.
<i>Contact Name</i>	Name of the primary contact person of the Corporation.
<i>Contact Title</i>	Title of the primary contact person of the Corporation.
<i>Contact Phone Number</i>	Phone number for the contact person at the Corporation.
<i>Contact FAX Number</i>	FAX number for the contact person at the Corporation.
<i>Contact Email Address</i>	Email address of the contact person at the Corporation.
<i>Access Scheduler Profile</i>	The associated Scheduler ID(s) for the Corporation. Each scheduler ID is a hyperlink to the <i>Scheduler Profile</i> page, where the user may view the schedulers contact information.
<i>Return to Previous Screen hyperlink</i>	The hyperlink sends user back to previous screen.

The *Corporate Profile* page is displayed on the following page.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. On the left is a blue navigation sidebar with links: Appointments, Recurring Appointments, Facilities Profiles (selected), Corporate Profile, Reports, Resources, Origin Entry, Customer / Supplier, Agreements, and TEM. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and contains a 'Corporate Profile' section. A 'Return to Previous Screen' link is at the top right of this section. The profile details are as follows:

- Corporate Name: Corporation 2
- Corporate ID: 020212867000
- Address: 1234 Main Street
- City: Washington
- State: DC
- Zip + 4: 20001-9999
- Contact Name: Jane Doe
- Contact Title:
- Contact Phone Number: (555) 555-1212
- Contact Fax Number:
- Contact Email Address: Corporation2@test.com
- Access Scheduler Profile: Scheduler Scheduler 2 (A100000003) description

At the bottom of the page is a footer with links: Site Map, Contact Us, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, National & Premier Accounts, and copyright information for 1999-2007 USPS.



**Note:**

All fields on the *Corporate Profile* page are read-only regardless of the user's security privileges.

## 8.2 Scheduler Profile

Scheduler profile information consists of contact information for a selected Scheduler ID. The user may view contact information for associated schedulers.



From the *Corporate Profile* page, the user may view the contact information for a Scheduler by CLICKING the **Scheduler ID** hyperlink.

The *Scheduler Profile* page opens displaying the contact information for the Scheduler. The fields and buttons on the *Scheduler Profile* page are described below. A snapshot of the page is displayed after the field description.

<i>Corporate Name</i>	The full name of the Corporation.
<i>Corporate ID</i>	The Corporate ID of the Corporation as defined by <i>PostalOne!</i>
<i>Scheduler Name</i>	The full name of the Scheduler.

<i>Scheduler ID</i>	The Scheduler ID of the Scheduler.
<i>Address</i>	The street address of the Scheduler.
<i>City</i>	The city where the Scheduler resides.
<i>State</i>	The state code where the Scheduler resides.
<i>ZIP + 4</i>	The 9-digit ZIP Code where the Scheduler resides.
<i>Contact Name</i>	Name of the primary contact person of the Scheduler.
<i>Contact Title</i>	Title of the primary contact person of the Scheduler.
<i>Contact Phone Number</i>	Phone number for the contact person at the Scheduler.
<i>Contact FAX Number</i>	FAX number for the contact person at the Scheduler.
<i>Contact Email Address</i>	Email address of the contact person at the Scheduler.
<i>Comments</i>	Comments of the Corporate/Scheduler ID.
<i>Preferred Publication Group</i>	
<i>Manage Publications button</i>	Displays <i>Scheduler Profile – Manage Preferred Publication Group</i> page.
<i>Most often used Mail Owners/Mail Preparers</i>	
<i>Manage Customers button</i>	Displays <i>Scheduler Profile – Manage Preferred Customers</i> page.
<i>Back button</i>	Returns user to previous screen.

The *Scheduler Profile* page is displayed on the following page.

UNITED STATES POSTAL SERVICE® Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Scheduler Profile

**Corporate Name:** Corporation 2  
**Corporate ID:** 020212867000  
**Scheduler Name:** Scheduler 2  
**Scheduler ID:** A100000003  
**Address:** 1234 Main Street  
**City:** Washington  
**State:** DC  
**Zip + 4:** 20001-0000  
**Contact Name:** Jane Doe  
**Contact Title:**  
**Contact Phone Number:** (555) 555-0000  
**Contact Fax Number:** (555) 555-2200  
**Contact Email Address:** [fast\\_testing@hotmail.com](mailto:fast_testing@hotmail.com)  
**Comments:**

**Preferred Publication Group:** [Manage Publications >](#)  
 ESPN - 10971998

**Most often used Mail Owners/Mail Preparers:** [Manage Customers >](#)  
**Mail Owners:** Scheduler 1 - 20001  
**Mail Preparer:** Scheduler 3 - 20001

[< Back](#)

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**Note:**

The user may access the Scheduler Profile from other functional areas in FAST. This includes accessing from the *Scheduler Performance Report* and *Appointment Calendar Report*.

### 8.3 Manage Preferred USPS Publications

Users can set up and manage preferred publications for a selected profile that can be utilized during the appointment creation process. This will enhance usability for the user without searching through all USPS Publications. The user can create and delete their preferred list. All data with regards to the title is received from *POSTALONE!* Permit system.

### 8.3.1 Manage a Preferred USPS Publication Group

The user can begin the process of adding or removing a preferred USPS publication from the *Scheduler Profile* page. The user CLICKS the Manage Publication button to display the *Scheduler Profile – Manage Preferred Publication Group* page.



The fields and buttons on the *Scheduler Profile – Manage Preferred Publication Group* page are described below. A snapshot of the page is displayed after the field description.

<i>Publication Name</i>	Textbox to input the name of the publication.
<i>USPS Publication ID</i>	Textbox to input Permit ID of the Publication.
<i>Search button</i>	Retrieves the publications listed in the Publication Name textbox or the Publication ID Box.
<i>Publication</i>	Drop-down box listing publications returned from search.
<i>Add button</i>	Adds selected publication to Associated Publications section.
<i>Associated Publications</i>	Displays checkbox to delete preferred publication. Also displays Publication ID and Publication Name.
<i>Return to Scheduler Profile button</i>	Returns user to <i>Scheduler Profile</i> page.
<i>Submit button</i>	Accepts changes made for the Preferred Publication Group.

The screenshot shows the USPS FAST interface. At the top left is the USPS logo. The top right has links for 'Home' and 'Sign Out'. Below the logo is a blue navigation menu with links for 'Appointments', 'Recurring Appointments', 'Facilities', 'Profiles', 'Corporate Profile', 'Reports', 'Resources', 'Origin Entry', 'Customer / Supplier Agreements', and 'TEM'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and 'Scheduler Profile - Manage Preferred Publication Group'. It contains a form for adding a preferred publication, with fields for 'Publication Name', 'USPS Publication ID', and a 'Search' button. Below the form is a table of 'Associated Publications' with columns for 'Delete', 'Publication ID', and 'Publication Name'. The table shows one entry with ID '10971998' and name 'ESPN'. At the bottom of the form are 'Return to Scheduler Profile' and 'Submit' buttons. The footer contains various links like 'Site Map', 'Contact Us', 'Forms', 'Gov't Services', 'Careers', 'Privacy Policy', 'Terms of Use', 'National & Premier Accounts', and copyright information.



From the *Scheduler Profile – Manage Preferred Publication Group* page, the user may add a preferred publication to the Scheduler Profile that can be utilized during the appointment creation process.

1. INPUT text into Publication Name or USPS Publication ID.
2. CLICK the Search button to view options in the Publication drop-down box.
3. SELECT a Publication from the drop-down box.
4. CLICK the Add button to add preferred publication to Scheduler Profile.
5. CLICK the Submit button to confirm publication has been added.



From the *Scheduler Profile – Manage Preferred Publication Group* page, the user may remove a preferred publication to the Scheduler Profile.

1. CLICK the checkbox under the delete column for the associated Publication Name or ID that the user would like to remove.
2. CLICK the Submit button to confirm publication has been removed.

When the user CLICKS the Submit button, the user is redirected back to the *Scheduler Profile* page.

## 8.4 Manage Preferred Customers

Users can set up and manage preferred mail owners and mail preparers for a selected profile that can be utilized during the appointment creation process. The user may add and remove mail owners/mail preparers to their preferred list.

### 8.4.1 Managing a Preferred Mail Owner/Mail Preparer

The user can begin the process of adding or removing a preferred customer from the *Scheduler Profile* page. The user CLICKS the Manage Customers button to display the *Scheduler Profile – Manage Preferred Customers* page.



The fields and buttons on the *Scheduler Profile – Manage Preferred Customers* page are described below. A snapshot of the page is displayed after the field description.

<i>*Customer Registration ID</i>	Drop-down box of Mailer IDs.
<i>Add to Mail Owner button</i>	Retrieves Scheduler ID and adds the ID into the Associated Mail Owners table.
<i>Add to Mail Preparer button</i>	Retrieves Scheduler ID and adds the ID into the Associated Mail Preparers table.
<i>Associated Mail Owners</i>	Displays checkbox to delete Mail Owner from Scheduler Profile and includes ZIP Code and name of preferred mail owner.
<i>Associated Mail Preparers</i>	Displays checkbox to delete Mail Preparer from Scheduler Profile and includes ZIP Code and name of preferred mail preparer.
<i>Return to Scheduler Profile button</i>	Returns user to <i>Scheduler Profile</i> page.
<i>Submit button</i>	Accepts changes made to <i>Scheduler Profile</i> .



The screenshot shows the 'Scheduler Profile - Manage Preferred Customers' page. At the top, it says 'Please select a Scheduler ID and choose to Add to the most often used Mail Owner and/or Mail Preparer list.' Below this, the Scheduler Name is 'Mailer 1' and the Scheduler ID is '9999999999990'. A dropdown menu for Scheduler ID is currently set to 'Mailer 2 - 99999'. There are two buttons: 'Add to Mail Owner >' and 'Add to Mail Preparer >'. Below these are two tables: 'Associated Mail Owners' and 'Associated Mail Preparers'. Both tables have columns for 'Delete', 'ZIP Code', and 'Mail Owner Name' (or 'Mail Preparer Name'). Both tables currently show 'No Records Found'. At the bottom, there are buttons for 'Return to Scheduler Profile >' and 'Submit >'. The footer contains site navigation links and copyright information.



From the *Scheduler Profile – Manage Preferred Customers* page, the user may add a preferred customer to the Scheduler Profile.

1. SELECT a Scheduler from the Scheduler ID drop-down box.
2. CLICK the Add to Mail Owner button to add the FAST Scheduler to the Associated Mail Owners table. Or CLICK the Add to Mail Preparer button to add the Scheduler ID to the Associated Mail Preparers table.
3. CLICK the Submit button to confirm changes.



From the *Scheduler Profile – Manage Preferred Customers* page, the user may remove a preferred customer to the Scheduler Profile.

1. CLICK the checkbox under the delete column for the associated ZIP Code or Mail Owner to be removed in the Associated Mail Owners table. Or CLICK the checkbox under the delete column for the associated ZIP Code or Mail Preparer to be removed in the Associated Mail Preparers table.
2. CLICK the Submit button to confirm customer has been removed.

When the user CLICKS the Submit button, the user is redirected back to the *Scheduler Profile* page.

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## 9.0 Reports

Users have restricted access to all reports listed below. The reports will only display results that directly relate to the user.

**9.1 Appointment Calendar** – Displays the number and types of appointments for a designated date range and specified facility.

**9.2 Appointment Rating Analysis Report** – Displays the breakdown of appointments for a given scheduler and date range.

**9.3 Appointment Status** – Displays appointments for a designated scheduler by the specific appointment status type and time period

**9.4 Closeout Data Report** – Displays closeout information and appointment status for entered appointment IDs. All information will be read-only.

**9.5 Corporate Rating Report** – Displays the breakdown of the scheduler rating score.

**9.6 Holiday and Contingency Constraint Report** – Displays which facilities have holiday constraints defined and the impacted facilities.

**9.7 Mail Direction Search** – Displays drop entry points for destination discount offering a number of search criteria and three different views.

**9.8 Recurring Appointment Performance Report** – Displays summary and detail level performance information for recurring appointments.

**9.9 Scheduler Performance Report** – Displays the counts and percentages of No Shows, Cancellations more than 24 hours in advance of the appointment, Cancellations within 24 hours of the appointment, Late Arrivals, and Unscheduled shipments.

**9.10 Scheduler Report** – Displays detailed appointment information for a specific scheduler at selected USPS facilities.

**9.11 Slot Availability Report** – Displays total slots available for a given date/time and appointment type.

### 9.1 Appointment Calendar

The Appointment Calendar displays the number and types of appointments for a designated date range and specified facility. The *Appointment Calendar* section describes the processes for viewing the Appointment Calendar.

The Appointment Calendar is accessible from two points in FAST; from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Calendar** link, or associated **Go>** button to display the *Appointment Calendar Selection* page. The user must select a specific facility and date range on the selection page.



The fields and buttons on the *Appointment Calendar Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*State</i>	Drop-down box listing all state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state .
<i>Search button</i>	Retrieves the facilities located in the selected state/city and populates the Facility drop-down box.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility.
<i>Search button</i>	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down box.
<i>*Facility</i>	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
<i>*Report View</i>	Drop-down box listing viewing methods of Date Range or Calendar View.
<i>*Select Date Range</i>	Selects the date range to search for the specified facilities appointments when Date Range View is selected from Report View.
<i>*Select Month</i>	Drop-down box listing months within viewing range when Calendar View is selected from Report View.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Retrieves the appointment count data for the entered criteria and displays the Appointment Calendar.

The *Appointment Calendar Selection* page is displayed on the following page.



From the Appointment Calendar Selection page, the user may view the appointment information for the specified date range by performing the following steps:

1. SEARCH for a specific facility by one of the following two ways:
  - To Search for a Facility by State and City:*
    - a. SELECT a **State** from the drop-down box
    - b. CLICK the **View Cities** button
    - c. SELECT a city from the **City** drop-down box
    - d. CLICK the **Search** button
  - To Search for a Facility by NASS Code:*
    - a. ENTER the three to five character **NASS Code** in the text box
    - b. CLICK the **Search** button
2. SELECT a Report View:
  - To View Calendar Report by Date Range View:*
3. SELECT **Date Range View** from the drop-down box
4. ENTER the **Date Range**
5. SELECT **Mail Class(es)**

6. CLICK the **Create** button

To View Calendar Report by Calendar View:

- a. SELECT **Calendar View** from the drop-down box
- b. SELECT a month from the **Select Month** drop-down box
- c. CLICK the **Create** button



**Note:**

The Start Date may not exceed 30 days prior to the current date.  
The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).



The *Appointment Calendar - Date Range View* page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Date</i>	Displays the selected date of the appointments.
<i>Total Scheduled Appointments</i>	The total scheduled appointments on a given date.
<i>Mail Class</i>	Displays details by specified mail class(es).
<i>Pallets- Total</i>	The total scheduled count of pallets containing parcels.
<i>Pallets- Parcels</i>	The total scheduled count of pallets containing sacks.
<i>Pallets- Sacks</i>	The total scheduled count of pallets containing trays.
<i>Pallets- Trays</i>	The total scheduled count of pallets containing bundles.
<i>Pallets- Bundles</i>	The total scheduled count of pallets.
<i>Cross Dock - Total</i>	The total scheduled count of cross docked pallets containing parcels.
<i>Cross Dock- Parcels</i>	The total scheduled count of cross docked pallets containing sacks.
<i>Cross Dock - Sacks</i>	The total scheduled count of cross docked pallets containing trays.
<i>Cross Dock - Trays</i>	The total scheduled count of cross docked pallets containing bundles.
<i>Cross Dock - Bundles</i>	The total scheduled count of cross docked pallets.
<i>Bedloaded- Total</i>	The total scheduled count of units on bedload appointments.
<i>Bedloaded- Parcels</i>	The total scheduled count of parcels on the bedload appointment.
<i>Bedloaded- Sacks</i>	The total scheduled count of sacks on the bedload appointment.
<i>Bedloaded- Trays</i>	The total scheduled count of trays on the bedload appointment.

<i>Bedloaded - Bundles</i>	The total scheduled count of bundles on the bedload appointment.
----------------------------	--

The *Appointment Calendar Report – Date Range View* is displayed below.

**Appointment Calendar** [Return to Previous Screen](#)

Selected Criteria

Facility: SPRINGFIELD BMC (01Z)  
 Date Range: 03/01/2008 - 03/28/2008  
 Mail Class: All-Separated by Mail Class  
 Mail Class Code Legend : PS-Package Services, PER-Periodicals, STD-Standard

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: [Download into Excel](#) | [View Printable Version](#) Last updated: 03/28/2008 12:57:38 CT

Date	Total Sched. Appts	Mail Class	Count of Pallets Containing					Cross Dock Containing					Bedloaded Units				
			Parcels	Sacks	Trays	Bundles	Total	Parcels	Sacks	Trays	Bundles	Total	Parcels	Sacks	Trays	Bundles	Total
03/28/2008	2	All	33	0	0	4	37	0	0	0	0	0	559	0	0	0	559
		PS	33	0	0	0	33	0	0	0	0	0	559	0	0	0	559
		STD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PER	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0
03/28/2008	1	All	0	3	0	0	3	0	0	0	0	0	3	0	0	3	
		PS	0	1	0	0	1	0	0	0	0	0	1	0	0	1	
		STD	0	1	0	0	1	0	0	0	0	0	1	0	0	1	
		PER	0	1	0	0	1	0	0	0	0	0	1	0	0	1	
<b>Total</b>	<b>3</b>		<b>33</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>559</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>562</b>	

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\*Carrier Route Pallets, 5-Digit Carrier Route Pallets, and 5-Digit Schema "L001" Pallets will be counted as Cross Dock; only when pallet presort levels are provided for all pallets within the appointment via Web Services. Cross Dock pallets do not count against facility volume constraints.




The *Appointment Calendar – Calendar View* page opens, displaying appointment and pallet counts in a calendar view for the selected facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Month</i>	A month with an arrow that allows the user to switch months.
<i>Calendar</i>	A calendar is used to display appointment and pallet counts in a calendar view.
<i>Total Appts</i>	The total number of appointments for the facility.
<i>Palletized</i>	The total number of palletized appointments for the facility.
<i>Bedloaded</i>	The total number of bedloaded appointments for the facility.

<b>Total Pallets</b>	The total number of pallets for the facility.
<b>Periodicals Appts</b>	The total number of Periodicals appointments for the facility.
<b>Perishable Appts</b>	The total number of Perishable appointments for the facility.
<b>Cross Dock Pallets</b>	The total count of cross docked pallets for the facility.
<b>Recurring Appts</b>	The total number or Recurring appointments for this facility.

The Appointment Calendar Report – Calendar View is displayed below.


Home | Sign Out


---

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

**Appointment Calendar** [Return to Previous Screen](#)

**Selected Criteria**

Facility: NEW YORK (100)  
Date: 04/30/2008

**Please note: All figures represent totals and represent planned amounts, not actuals.**

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◀ April 2008 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			
Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts	Total Appts Periodicals Perishable Cross Dock Pallets Recurring Appts			

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June 26, 2011

FAST Customer User Guide

Page 344



## 9.2 Appointment Rating Analysis Report

The *Appointment Rating Analysis Report* displays the breakdown of appointments for a given appointment ID or facility. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to the Reports Landing page (described in module 4.0 – Landing Pages where the user may select the Appointment Rating Analysis Report link or the associated Go> button located to display the Appointment Rating Analysis Report Search Criteria Page.



The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page are described below. A snapshot of the page is displayed after the field description.

<i>Search By:</i>	Drop-down menu that displays search options, includes appointment and facility.
<i>Submit button</i>	Button used to populate the appointment rating analysis page based on Search By option.
<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the Appointment Rating Analysis Report for the entered criteria.

From the Appointment Rating Analysis Search Criteria Page the user may view the appointment information for the specified appointment ID by performing the following steps:

To search for an appointment by appointment ID:

1. SELECT Appointment from the drop-down box
2. CLICK the Submit button
3. Enter the Appointment ID of the appointment
4. Click the Create button



The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page when searching by appointment ID are described below. A snapshot of the page is displayed after the field description.

<i>Search By:</i>	Drop-down menu that displays search options of Appointment and Facility.
<i>Submit button</i>	Button used to populate the appointment rating analysis page based on Search By option.
<i>Appointment ID</i>	Text boxes where user is able to enter up to 10 appointment IDs to display on the Appointment Rating Analysis Report. Shipper Appointment Request (SAR) IDs may also be used (Web services users only).
<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the appointment rating analysis report for the entered criteria.

The *Appointment Rating Analysis Report Appointment ID* search page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. At the top left is the United States Postal Service logo. A navigation menu on the left lists various reports and resources. The main content area is titled 'Appointment Rating Analysis Report' and includes instructions on how to search for appointment data. A search form is present with a dropdown menu set to 'Appointment' and a 'Submit >' button. Below the search form are ten input fields, each labeled 'Appointment ID:'. At the bottom of the form are 'Cancel' and 'Create' buttons. The footer contains site navigation links, copyright information, and logos for Postal Inspectors and the Inspector General.

The *Appointment Rating Analysis Report* page opens, displaying the appointment rating information for the specified search criteria.



The fields and buttons on the *Appointment Rating Analysis Report* page are described below. A snapshot of the page is displayed after the field description.

<i>Scheduler</i>	The Scheduler name associated with the appointment.
<i>Appt ID</i>	The appointment ID.
<i>Scheduled Date and Time</i>	The scheduled date and time of the appointment.
<i>Rating Points</i>	The overall calculated rating.
<i>Rating Reason</i>	The high level rating reason.
<i>Submission Method</i>	The submission method type and associated points.
<i>On-Time Accuracy</i>	The on-time accuracy code and associated points.
<i>Content Accuracy</i>	The content accuracy code and associated points.
<i>Pre-Notification &amp; Irregularity Deductions</i>	The pre-notification & irregularity deductions codes and associated points.
<i>Exceptions</i>	The exception type and associated points.
<i>Exemptions</i>	The exemption code.
<i>Export All Button</i>	Exports the displayed data plus additional date for each appointment.

The *Appointment Rating Analysis Report* is displayed on the following page.



[Home](#) | [Sign Out](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Appointment Rating Analysis Report

[Return to Previous Screen](#)

Number of Appointments: 7

**Method Code Legend:** OM = Online, PM = Phone, WDM = Web Service with Detail (Pallet Presort), WNDM = Web Service with no Detail (No Pallet Presort)

**On-Time Accuracy Code Legend:** LA = Late Arrival (0:31 - 2:00), MS = Multi-stop USPS Delay, OTA = On-Time Arrival (<= 0:30), SLA = Significantly Late (2:01 - 8:00), Exception = See corresponding column

**Content Accuracy Code Legend:** AI = Accurate Volume, MI = Minor Volume Change, SI = Major Volume Change

**Pre-Notification & Irregularity** ACTP = Create within 12 hours, AUDP = Update within 12 hours, DLC = Date and Location Change, DC = Date Change, LC = Location Change, SPR = Significant Volume Change <= 12 hours, IRDE = Irregularities Deductions

**Exception Code Legend:** CR = Cancellation of appointment > 12 hours, DLCTP = Cancellation of appointment <= 12 hours, DTCC = Date/ Time Change with Cancellation, MAPT = Multiple Appointments per trailer, MCD = Mail Class Discrepancy, NR = No-Show, OBLA = More than 8 hours Late, RR = Rejected, ATD = Appointment Type Discrepancy, UR = Unscheduled

**Exemption Code Legend:** APO = All Periodicals, APS = All Perishable, CAPC = Cancelled, HC = Holiday/ Contingency Constraint Change

For best results, download this report into Excel and print in 'Landscape' mode.

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Scheduler	Appt ID	Scheduled Date and Time	Rating Points	Rating Reason	Rating Summary						Pre-Notification & Irregularity Deductions		Exceptions	
					Submission Method		On-Time Accuracy		Content Accuracy		Types	Points	Types	Points
					Method	Points	Accuracy	Points	Accuracy	Points	Types	Points	Types	Points
Mailer 1	<a href="#">104561629</a>	05/28/2008 18:00:00	30	Routine	OM	10	OTA	40	SI	0	ACTP	20	N/A	0
Mailer 1	<a href="#">104566519</a>	05/30/2008 18:00:00	70	Routine	OM	10	OTA	40	AI	40	ACTP	20	N/A	0
Mailer 1	<a href="#">104561430</a>	05/30/2008 11:00:00	50	Routine	OM	10	SLA	0	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">104567268</a>	05/30/2008 11:03:52	0	Unscheduled	N/A	0	Exception	0	N/A	0	N/A	0	UR	0
Mailer 1	<a href="#">104567617</a>	06/01/2008 10:00:00	0	No-Show	WNDM	10	Exception	0	N/A	0	N/A	0	NR	0
Mailer 1	<a href="#">104567621</a>	05/31/2008 11:00:00	0	No-Show	WNDM	10	Exception	0	N/A	0	N/A	0	NR	0
Mailer 1	<a href="#">104567721</a>	06/01/2008 11:00:00	50	Routine	OM	10	OTA	40	SI	0	N/A	0	N/A	0
Total (7 results)														

Export options: [Download into Excel](#) | [View Printable Version](#)

For best results, download this report into Excel and print in 'Landscape' mode.

Maximum Points Available = 100

Maximum Points for Submission Method = 20

Maximum Points for On-Time Accuracy = 40

Maximum Points for Content Accuracy = 40

[Export All](#)



The user may click on *Export All* button to view more details about the appointments associated to that search criteria in a excel spreadsheet.



The *Export All page* opens in a new window, displaying additional detail about appointments. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.



From the *Appointment Rating Analysis Search Criteria Page*, the user may also search for appointment rating information by facility

To Search for a Facility by State and City:

1. SELECT a **Date Range**
2. SELECT a state from the **State** drop-down box
3. CLICK the **View Cities** button
4. SELECT a city from the **City** drop-down box
5. CLICK the **Search** button
6. SELECT a facility from the Facility drop-down box
7. CLICK the **Create** button

To Search for a Facility by NASS Code:

1. SELECT a **Date Range**
2. ENTER the **NASS Code** in the textbox
3. CLICK the **Search** button
4. CLICK the **Create** button



The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page when searching by facility are described below. A snapshot of the page is displayed after the field description.

*Search By:	Drop-down menu that displays search options of Appointment ID and Facility.
Submit button	Button used to populate the appointment rating analysis page based on Search By option.
*Select Date Range	Selects the date range to search for appointments at the specified facility. Both date fields default to the current date.
State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state and city and displays them in the <b>Facility</b> drop down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.

<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the <b>Facility</b> drop-down box.
<i>Facility</i>	Drop-down box containing the facility associated to the city/state combination or NASS Code.
<i>Scheduler ID</i>	Drop-down box listing the scheduler's code and name to associate to the new appointment.
<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the appointment rating analysis report for the entered criteria.

The *Appointment Rating Analysis Report facility search* page is displayed on the following page.

The *Appointment Rating Analysis Report* page opens, displaying the appointment rating information for the specified search criteria.

The fields and buttons on the *Appointment Rating Analysis Report* page are described below. A snapshot of the page is displayed after the field descriptions.

<i>*Facility</i>	The NASS Code and name of the facility.
<i>Date Range of Data</i>	Date range of the appointments used to calculate the corporate rating.
<i>Number of Appointments</i>	The number of scheduled and unscheduled appointments for a corporation at a facility.
<i>Scheduler</i>	The Scheduler name associated with the appointment.
<i>Appt ID</i>	The appointment ID.
<i>Scheduled Date and Time</i>	The scheduled date and time.
<i>Rating Points</i>	The overall calculated rating.
<i>Rating Reason</i>	The high level rating reason.
<i>Submission Method</i>	The submission method type and associated points.
<i>On-Time Accuracy</i>	The on-time accuracy code and associated points.
<i>Content Accuracy</i>	The content accuracy code and associated points.
<i>Pre-Notification &amp; Irregularity Deductions</i>	The pre-notification & irregularity deductions codes and associated points.
<i>Exceptions</i>	The exception type and associated points.
<i>Exemptions</i>	The exemption code.
<i>Export All Button</i>	Exports the displayed data plus additional data for each appointment.

The *Appointment Rating Analysis Report* is displayed on the following page.



### Facility Access and Shipment Tracking (FAST)

#### Appointment Rating Analysis Report

[Return to Previous Screen](#)

Corporate ID: 990000000080 - Corporation 1  
 Facility: 012 - SPRINGFIELD BMC  
 Date Range: 05/27/2008 - 09/01/2008  
 Number of Appointments: 28

**Method Code Legend:** OM = Online, PM = Phone, WDM = Web Service with Detail (Pallet Presort), WNDM = Web Service with no Detail (No Pallet Presort)  
**On-Time Accuracy Code Legend:** LA = Late Arrival (0.31 - 2.00), MS = Multi-stop USPS Delay, OTA = On-Time Arrival (<= 0.30), SLA = Significantly Late (2.01 - 8.00), Exception = See corresponding column  
**Content Accuracy Code Legend:** AI = Accurate Volume, MI = Minor Volume Change, SI = Major Volume Change  
**Pre-Notification & Irregularity Deductions Code Legend:** ACTP = Create within 12 hours, AUDP = Update within 12 hours, DLC = Date and Location Change, DC = Date Change, LC = Location Change, SPR = Significant Volume Change <= 12 hours, IRDE = Irregularities Deductions  
**Exception Code Legend:** CR = Cancellation of appointment > 12 hours, DLCTP = Cancellation of appointment <= 12 hours, DTCC = Date/Time Change with Cancellation, MAPT = Multiple Appointments per trailer, MCD = Mail Class Discrepancy, NR = No-Show, OBLA = More than 8 hours Late, RR = Rejected, ATD = Appointment Type Discrepancy, UR = Unscheduled  
**Exemption Code Legend:** APO = All Periodicals, APS = All Perishable, CAPC = Cancelled, HC = Holiday/ Contingency Constraint Change

For best results, download this report into Excel and print in 'Landscape' mode.

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Rating Summary														
Scheduler	Apprt ID	Scheduled Date and Time	Rating Points	Rating Reason	Submission Method	On-Time Accuracy		Content Accuracy		Pre-Notification & Irregularity Deductions		Exceptions Exemptions		
						Method	Points	Accuracy	Points	Accuracy	Points	Types	Points	Types
Mailer 1	<a href="#">11084R0502</a>	05/27/2008 11:00:00	90	Routine	OM	10	OTA	40	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">17528R0502</a>	05/27/2008 13:00:00	90	Routine	OM	10	OTA	40	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">17956R0502</a>	05/27/2008 07:00:00	70	Routine	OM	10	LA	20	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">10082R0502</a>	05/27/2008 14:00:00	90	Routine	OM	10	OTA	40	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">17528R0503</a>	05/28/2008 13:00:00	50	Routine	OM	10	SLA	0	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">18477R0503</a>	05/28/2008 08:00:00	90	Routine	OM	10	OTA	40	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">22135R0503</a>	05/29/2008 20:00:00	90	Routine	OM	10	OTA	40	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">10082R0503</a>	05/29/2008 14:00:00	90	Routine	OM	10	OTA	40	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">11081R0504</a>	05/29/2008 08:00:00	90	Routine	OM	10	OTA	40	AI	40	N/A	0	N/A	0
Mailer 1	<a href="#">17528R0504</a>	05/29/2008 13:00:00	30	Routine	OM	10	LA	20	SI	0	N/A	0	N/A	0

First | Prev | Page 1, 2, 3 | Next | Last | Total (28 results)

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For best results, download this report into Excel and print in 'Landscape' mode.

Maximum Points Available = 100  
 Maximum Points for Submission Method = 20  
 Maximum Points for On-Time Accuracy = 40  
 Maximum Points for Content Accuracy = 40

[Export All](#)



The user may click on *Export All* button to view more details about the appointments associated to that search criteria in a excel spreadsheet.



The *Export All* page opens in a new window, displaying additional detail about appointments. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Corporate ID</i>	The corporate ID of the corporation. (when searching by Facility).
<i>Facility</i>	The name of the facility.
<i>Date Range of Data</i>	Date range of the appointments used to calculate the corporate rating.
<i>Number of Appointments</i>	The number of scheduled and unscheduled appointments for a corporation at a facility.
<i>Corporate Name</i>	The name of the corporation.
<i>Scheduler Name</i>	The name of the Scheduler with the corporation.
<i>Multi-Stop ID</i>	The multi-stop ID (if applicable) of multi stop appointments.
<i>Appt ID</i>	The appointment ID.
<i>NASS Code</i>	NASS Code of the facility where the appointment was scheduled.
<i>Facility Name</i>	The name of the facility where the appointment was scheduled.
<i>Scheduled Appt Date and Time</i>	The scheduled date and time.
<i>Appt Status</i>	The appointment status code.
<i>Appt Type</i>	The appointment type code (Pallet, Speedline, Bedload).
<i>Included in Corporate Rating</i>	Indicates the appointment was included in the calculation of corporate rating.
<i>Method</i>	The submission method.
<i>Points Awarded</i>	The points awarded for submission method.
<i>Actual Arrival Date and Time</i>	The actual time the appointment arrived at the USPS facility.
<i>Scheduled and Actual Arrival Time Difference</i>	The difference between the scheduled arrival time and the actual arrival time.
<i>Unload Start Time</i>	The time the appointment unload began.
<i>Unload End Time</i>	The time the appointment unloaded ended.
<i>On-Time Accuracy Rating</i>	The code stating the appointment's on time accuracy rating.

<i>Points Awarded</i>	The points awarded for on-time accuracy.
<i>Expected Pallet Count</i>	The scheduled number of pallets associated with appointment.
<i>Actual Pallet Count</i>	The actual number of pallets received with the drop shipment.
<i>Actual Pallet Difference</i>	The difference between scheduled pallet count and actual pallet count.
<i>Bedload %</i>	The percentage difference between scheduled and actual bedload volume.
<i>Content Accuracy Rating</i>	The code stating the accuracy of the content.
<i>Points Awarded</i>	The points awarded for content accuracy.
<i>Significant Volume Change Pre-Notification</i>	Indicates there was a significant volume change as calculated for pre-notification deduction.
<i>Appt Update</i>	Indicates the appointment time was updated within 12 hours of appointment time and date.
<i>Date Change</i>	Indicates there was a date change within 12 hours of appointment time and date.
<i>Location Change</i>	Indicates there was a location change within 12 hours of appointment time and date.
<i>Irregularity</i>	Indicates there was an irregularity noted on the PS Form 8125.
<i>Points Deducted</i>	The total points deducted for pre-notification and irregularity deductions.
<i>Exceptions</i>	The code stating the type of exceptions if appointment was an exception appointment.
<i>All Periodicals</i>	Indicates the appointment was all Periodicals.
<i>All Perishable</i>	Indicates the appointment was all perishable.
<i>Destination Delivery Unit</i>	Indicates the appointment was scheduled at a delivery unit.
<i>Delayed Multi-Stop</i>	Indicates downstream appointment of a Multi-Stop was delayed due to USPS.
<i>Holiday/Contingency Constraint Change</i>	Indicates the appointment was cancelled to a holiday or a contingency constraint.

Facility: 450 - CINCINNATI  
 Date Range: 10/02/2007 - 10/02/2007  
 Number of Appointments: 3  
 Method Code Legend: **OM** = Online, **PM** = Phone, **VDM** = Web Service with Detail (Pallet Presort), **VNDM** = Web Service with no Detail (No Pallet Presort)  
 On-Time Accuracy Code Legend: **LA** = Late Arrival (0:31 - 2:00), **MS** = Multi-stop USPS Delay, **DTA** = On-Time Arrival (<= 0:30), **SLA** = Significantly Late (2:01 - 8:00), **Exception** = See corresponding column  
 Content Accuracy Code Legend: **AI** = Accurate Volume, **MI** = Minor Volume Change, **SI** = Major Volume Change  
 Pre-Notification & Irregularity Deductions Code Legend: **ACTP** = Create within 12 hours, **AUTP** = Update within 12 hours, **DLC** = Date and Location Change, **DC** = Date Change, **LC** = Location Change, **SPR** = Significant Volume Change  
 Exception Code Legend: **CR** = Cancellation of appointment > 12 hours, **DLCTP** = Cancellation of appointment <= 12 hours, **DTCC** = Date/ Time Change with Cancellation, **MAPT** = Multiple Appointments per trailer, **MCD** = Mail Class Discrepancy  
 Exemption Code Legend: **APO** = All Periodicals, **APS** = All Perishable, **CAPC** = Cancelled, **HC** = Holiday/ Contingency Constraint Change  
 \* Appointment data rated with previous rating criteria

Corporate	Scheduler	Multi-stop	App't ID	NASS	Facility	Scheduled App't Date and Time	App't Status	App't Rating
Corporation 1	Mailer 1	N/A	1043R1002	450	CINCINNATI	10/2/2007 0:00	CL	P Exempt
Corporation 1	Mailer 1	N/A	18975R1002	450	CINCINNATI	10/2/2007 0:00	CL	B Exempt
Corporation 1	Mailer 1	N/A	19033R1002	450	CINCINNATI	10/2/2007 0:00	CL	P Exempt

Included in Corporate Rating	Submission Method		On-Time Accuracy				Points Awarded	
	Method	Points Awarded	Actual Arrival Date and Time	Scheduled and Actual Arrival Time Difference	Unload Start Time	Unload End Time		On-Time Accuracy Rating
N	OM	10	39357	On-Time	10/2/2007 0:00	10/2/2007 0:00	LA	20
N	OM	10	39357	On-Time	10/2/2007 0:00	10/2/2007 0:00	DTA	40
N	OM	10	39357	On-Time	10/2/2007 0:00	10/2/2007 0:00	LA	20

Content Accuracy					
Expected Pallet Count	Actual Pallet Count	Actual Pallet Difference	Bedload %	Content Accuracy Rating	Points Awarded
15	15	0	0%	AI	40
0	0	0	0%	AI	40
10	10	0	0%	AI	40

Pre-Notification & Irregularity Deductions					
Significant Volume Change Pre-	App't Update	Date Change	Location Change	Irregularity	Points Deducted
N/A	N	N	N	N	0
N/A	N	N	N	N	0
N/A	N	N	N	N	0

Exceptions	Corporate Rating Exempt			Appointment Rating Exempt	
	All Periodicals	All Perishables	Destination Delivery Unit	Delayed Multi-stop	Holiday/Contingency Constraint Change
N/A Corporation 1	Y	N	N	N	N
N/A Corporation 1	Y	N	N	N	N
N/A Corporation 1	Y	N	N	N	N




The user may click on one of the **App't ID** hyperlinks on the *Appointment Rating Analysis Report* to view more details about the appointments associated to that appointment ID.



The *Appointment Rating Details* page opens, displaying the appointment rating detail information for the specified appointment ID. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Corporate ID</i>	The corporate ID and name of the corporation.
<i>Customer Registration ID</i>	The customer registration ID and name associated with the appointment.
<i>App't ID</i>	The appointment ID.
<i>Multi-Stop ID</i>	The multi-stop ID associated with the appointment.
<i>Facility</i>	The name of the facility.
<i>Status</i>	The status of the appointment.
<i>Rating Points</i>	The overall calculated rating.

<i>View Audit Information button</i>	Displays the Appointment Audit Information
<i>Scheduling Method</i>	The scheduling method type and associated points.
<i>On-Time Accuracy</i>	The on-time accuracy code and associated points.
<i>Content Accuracy</i>	The content accuracy code and associated points.
<i>Pre-Notification &amp; Irregularity Deductions</i>	The pre-notification & irregularity deductions code and associated points.
<i>Exceptions</i>	The exception type and associated points.
<i>Exemptions</i>	The exemption code.
<i>Final Rating Points</i>	The overall rating points.


Home | Sign Out

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[Facility Access and Shipment Tracking \(FAST\)](#)

### Facility Access and Shipment Tracking (FAST)

**Appointment Rating Details** [Return to Previous Screen](#)

Corporate ID: 990000000080 - Corporation 1  
 Scheduler ID: 999999999980 - Mailer 1  
 Appointment ID: \*100395050  
 Multi-stop ID: 100018239  
 Facility: 75261 - DALLAS AMC  
 Status: Closed  
 Rating Points: 90



\* Appointment data rated with previous rating criteria

[View Audit Information >](#)

<a href="#">View Printable Version</a>	Points
<b>Scheduling Method -</b> Scheduling Method: Web Services with Detail	20/20
<b>On-Time Accuracy -</b> Scheduled Date & Time: 02/05/2008 11:00 Actual Arrival Date & Time: 02/05/2008 10:20 Scheduled & Actual Arrival Time Difference: 40 Mins Early Unload Start Date & Time: 02/05/2008 10:25 Unload End Date & Time: 02/05/2008 10:30 Multi-stop Delay: No	40/40
<b>Content Accuracy -</b> Scheduled Pallet Count: 0 Actual Pallet Count: 0 Actual Pallet Difference: 0 Bedload Percentage Difference: N/A	40/40
<b>Pre-Notification Deductions within 12 Hours &amp; Irregularities -</b> Appointment Creation: No Appointment Update: Yes Significant Volume Change: No Date Change: No Location Change: No Irregularities: No	-10
<b>Appointment Rating Points: 90</b>	
<b>Exceptions -</b> Rejected: No No-Show: No More than 8 Hours Late: No Unscheduled Arrival: No Cancelled > 12 Hours: No Cancelled <= 12 Hours: No Date/Time Change and Cancelled: No Multiple Appointments per Trailer: No Appointment Type Discrepancy: No Mail Class Discrepancy: No	
<b>Exemptions -</b> 100% Periodicals: No 100% Perishables: No Cancelled within 2 Hours of Creation: No Holiday and Contingency: No	
<b>Final Rating Points: 90</b>	

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**Viewing Appointment Audit Information**

A user may view an appointment's audit information report by accessing the *Appointment Management* page.



A user may access the *Appointment Audit Information* page through the *Appointment Management* page. A user CLICKS the **View Audit Information** button on the *Appointment Management* page and is taken to the *Appointment Audit Information report* page. The fields display as read-only and contain all appointment audit information.



The fields and buttons on the *Audit Appointment Information* report page are described below. A snapshot of the page is displayed after the field descriptions

<i>Scheduler Name</i>	The name of the scheduler associated to the appointment.
<i>Facility</i>	The name of the facility for the appointment.
<i>NASS Code</i>	The three to five character NASS Code associated to the appointment's facility
<i>Status</i>	The current status of the appointment.
<i>Appointment Date</i>	The date the appointment is scheduled to arrive at the facility.
<i>Appointment Time</i>	The time the appointment is scheduled to arrive at the facility.
<i>Appt Type</i>	The appointment type code (Pallet, Speedline, Bedload).
<i>Pallets Containing Trays</i>	The total number of pallets containing trays.
<i>Pallets Containing Sacks</i>	The total number of pallets containing sacks.
<i>Pallets Containing Parcels</i>	The total number of pallets containing parcels.
<i>Pallets Containing Bundles</i>	The total number of pallets containing bundles.
<i>Bedloaded Units Trays</i>	The total number of trays that are bedloaded.
<i>Bedloaded Units Sacks</i>	The total number of sacks that are bedloaded.

<i>Bedloaded Units Parcels</i>	The total number of parcels that are bedloaded.
<i>Bedloaded Units Bundles</i>	The total number of bundles that are bedloaded.
<i>Mail Class</i>	Lists the mail class(es) for the appointment.
<i>Update User ID</i>	The ID associated to the user who last updated the appointment.
<i>Last Update Date/Time</i>	The date and time that the appointment was last updated.

The *Appointment Audit Information Report* page is displayed below.

**Facility Access and Shipment Tracking (FAST)**

**Appointment Audit Information**

Selected Criteria

Appointment ID: 922200029

Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Appointment Type : B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

Mail Class Code Legend : PS=Package Services, PER=Periodicals, STD=Standard, N/C=No Content

\*Please note: An audit row in the report may appear unchanged, due to appointment updates that do not affect any of the displayed data in the report (e.g. comments).

For best results, download this report into Excel and print in 'Landscape' mode.

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Scheduler Name	Facility	IASS Code	Status	Appointment Date	Appt Time	Appt Type	Pallets Containing				Bedloaded Units				Mail Class	Updated By	Last Update Date/Time
							Parcels	Sacks	Trays	Bundles	Parcels	Sacks	Trays	Bundles			
Maier 2	NEW YORK	100	CL	05/03/2008	23:00	P	0	0	0	4	0	0	0	4	PER	Bobby Bannister (USPS)	05/03/2008 20:55:54
Maier 2	NEW YORK	100	O	05/03/2008	23:00	P	0	0	0	4	0	0	0	4	PER	Bobby Bannister (USPS)	05/03/2008 20:53:48

Total (2 results)

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For best results, download this report into Excel and print in 'Landscape' mode.

### 9.3 Appointment Status Report

The *Appointment Status Report* displays appointments for a designated scheduler by the specific appointment status type and time period. The user may elect to view a specific appointment's status by entering a specific Appointment ID. To view a group of appointments, the user may select at least one of the appointment status options which include: Open, Closed, Cancelled, No-Show, and Unscheduled Arrival. The user must then search by Scheduler ID. The user has the ability to perform the following functions from the *Appointment Status Report* page:



- View Appointment Status Report
- Access the Appointment Management page

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### 9.3.1 View Appointment Status Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Status Report** link, or associated **Go>** button to display the *Appointment Status Report Selection* page. The user must enter an appointment ID or select an appointment status, date range, and scheduler.



The fields and buttons on the *Appointment Status Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Appointment ID	Textbox to input the <b>Appointment ID</b> .
*Appointment Status	Allows the user to select which Appointment Statuses to search for in the checkboxes, including: Open, Cancelled, Closed, Unscheduled Arrival, No Show, Rejected.
*Date Range	Selects the date range to search for the specified appointments. The start date is restricted to 90 days prior to the current date. The end date must be no greater than 14 days in the future.
*Customer Registration ID	Drop-down box listing the Mailer IDs.
*Report View	Drop-down box listing the report view to choose from: By Facility or By Publication.
Submit button	Displays the Facility search box if the facility report view was selected, and the Publication search box if the publication report view was selected.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Mail Class checkboxes	Allows the user to select the mail class(es) for the appointment status report.
Publication Name	The name of the publication to search for.
Publication ID	The ID of the publication to search for.

<i>Search button</i>	Retrieves the publications for the entered criteria and populates the Publication drop-down box.
<i>Add button</i>	Adds the selected publication to the Associated Publications.
<i>Associated Publication ID(s)</i>	Lists the associated publication ID(s).
<i>Remove button</i>	Removes the selected publication from the Associated Publications.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Retrieves the appointment status data for the entered criteria and displays the Appointment Status Report.

The *Appointment Status Report Selection* page is displayed on the following page.



- Appointments**
- Recurring Appointments
- Facilities
- Profiles
- Reports
  - Appointment Calendar
  - Appointment Rating Analysis Report
  - Appointment Status Report
  - Closeout Data Report
  - Corporate Rating Report
  - Holiday And Contingency Constraint Report
  - Recurring Appointment Performance Report
  - Scheduler Performance Report
  - Scheduler Report
- Resources
- Origin Entry
- Customer / Supplier
- Agreements
- TEM

## Facility Access and Shipment Tracking (FAST)

### Appointment Status Report

#### Choose Search Criteria:

To view a single appointment:

Please enter the Appointment Number and click the Create Report button  
or

To view appointments by status:

Please choose: an appropriate Appointment Status or Statuses , a Scheduled Appointment Date Range, a Report View, an appropriate ID for that View and click the Create Report button.

Appointment ID:

or

- Appointment Status:  Open  
 Cancelled  
 Closed  
 Unscheduled Arrival  
 No Show  
 Rejected

\* Select Date Range:   \* To:

\* Customer Registration ID:

\* Report View:

Publication Name:

OR

USPS Publication ID:

Publication:

USPS Publication ID(s):



From the *Appointment Status Report Selection* page, the user may view the appointment information by one of three ways:

*To Search for a specific Appointment ID:*

1. ENTER an **Appointment ID** in the text box
2. CLICK the **Create** button

*To Search for an Appointment by Facility:*

1. CLICK one/some/all **Appointment Status** checkboxes
2. ENTER the **Date Range**
3. SELECT the Scheduler ID from the **Scheduler ID** drop-down box
4. SELECT 'By Facility' from the **Report View** drop-down box
5. CLICK the **Submit** button
6. SELECT the **Facility**
7. SELECT the **Mail Class(es)**
8. CLICK the **Create** button

*To Search for an Appointment by Publication:*

1. CLICK one/some/all **Appointment Status** checkboxes
2. ENTER the **Date Range**
3. SELECT the Scheduler ID from the **Scheduler ID** drop-down box
4. SELECT 'By Publication' from the **Report View** drop-down box
5. CLICK the **Submit** button
6. ENTER the **Publication Name** or **Publication ID**
7. CLICK the **Search** button
8. Click the **Add** button
9. CLICK the **Create** button



**Note:**

The Start Date may not exceed 90 days prior to the current date.  
The End Date may not exceed 14 days in the future.



The *Appointment Status Report* page opens, displaying the appointment status information for the specified search criteria. The fields and buttons on the *Appointment Status Report* page are described below. A snapshot of the page is displayed after the field description.

<i>Scheduler Name</i>	Name of the appointment's scheduler.
<i>Appointment ID</i>	The ID associated with the appointment. Each appointment ID is a hyperlink to the Appointment Management page, where the user may access more information about the appointment.
<i>Facility</i>	The name of the facility where the appointment was made.
<i>NASS Code</i>	The three to five character NASS code of the facility where the appointment was made.
<i>Status</i>	The status for a given appointment.
<i>Appointment Date</i>	The scheduled date for a given appointment.
<i>Appointment Time</i>	The scheduled time for a given appointment.
<i>Arrival Date</i>	The arrival date for a given appointment.
<i>Arrival Time</i>	The arrival time for a given appointment.
<i>Unload Start Date</i>	The unload start date for a given appointment.
<i>Unload Start Time</i>	The unload start time for a given appointment.
<i>Unload End Date</i>	The unload end date for a given appointment.
<i>Unload End Time</i>	The unload end time for a given appointment.
<i>Mail Class</i>	The mail class(es) of the appointment.

The *Appointment Status Report* page is displayed on the following page.



[Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

## Facility Access and Shipment Tracking (FAST)

### Appointment Status Report

[Return to Previous Screen](#)

#### Selected Criteria

**Appointment Status:** Cancelled, Open, Closed, Unscheduled, No Show, Rejected

**Facility Name:** SPRINGFIELD BMC

**NASS Code:** 01Z

**Date Range:** 09/20/2006 - 09/26/2006

**Scheduler ID:** A100000003

**Scheduler Name:** Scheduler 2

**Mail Class:** All

**Status :** CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U =  
 Unscheduled

**Mail Class Code Legend:** PS-Package Services, PER-Periodicals, STD-Standard

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Scheduler Name	Appointment ID	Status	Appointment		Arrival		Unload Start		Unload End		Mail Class
			Date	Time	Date	Time	Date	Time	Date	Time	
Scheduler 2	<a href="#">900000002</a>	O	09/20/2006	16:00							STD
Scheduler 2	<a href="#">900000005</a>	O	09/21/2006	16:00							STD
Total (2 results)											

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A user may view the *Appointment Management* page (described in module 6.4 – *Manage Existing Appointment*) for the selected appointment by **CLICKING** the **Appointment ID** hyperlink.

## 9.4 Closeout Data Report

*Closeout Data Report* provides the closeout information for all the appointments associated with an appointment ID, a facility, a publication, scheduler, or eFile Number that the user provides. The *Closeout Data Report* section describes the processes for viewing the *Closeout Data Report*.

The *Closeout Data Report* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Reports** link located on the sidebar. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Closeout Data Report** link, or associated **Go>** button to display the *Closeout Data Report Selection* page



The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*Search By:</i>	Drop-down box containing two methods to retrieve reports: Appointment ID or facility.
<i>Submit button</i>	Retrieves the search option to create a closeout data report.
<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the appointments' closeout information.

A snapshot of the *Closeout Data Report Selection* page on the following page.



The user may view closeout information by performing the following steps. Users may use their Shipper Appointment Request (SAR) IDs for Web Services appointments when searching by appointment ID(s):

1. ENTER **Appointment ID** in the field next to the first Appointment ID
2. REPEAT until the desired number of **Appointment IDs** are entered
3. CLICK **Create** button



**Note:** When searching by scheduler: the start date may not be more than 90 days in the past and the end date may not be greater than the current date.

*To search for closeout information by Appointment ID(s):*

1. SELECT 'Appointment' from the Search by menu.
2. CLICK the **Submit** button.
3. ENTER **Appointment ID, Recurring Appointment ID, or SAR ID** in the field next to the first Appointment ID
4. REPEAT until the desired number of **Appointment IDs** is entered
5. CLICK the **Create** button



To search for closeout information by Customer Registration ID:

1. SELECT 'Customer Registration' from the Search by menu.
2. CLICK the **Submit** button.
3. SELECT a scheduler name from the **Customer Registration ID**.
4. ENTER the start date in the **Select Date Range** box.
5. ENTER the end date in the **To Date** box.
6. SELECT the Mail Class.
7. CLICK the **Create** button

To search for closeout information by Facility:

1. SELECT 'Facility' from the **Search by** menu.
2. CLICK the **Submit** button
  - a. SELECT a scheduler name from the **Customer Registration ID** to view information for that mailer, leave the field blank to view information for all schedulers.
3. Search by State and City
  - a. SELECT a state from the **State** drop-down.
  - b. CLICK the **View Cities** button.
  - c. SELECT a city from the City drop-down.
  - d. CLICK the **Search** button.
4. Search by NASS Code
  - a. ENTER the three to five character NASS Code in the **NASS Code** textbox
  - b. CLICK the **Search** button
5. SELECT a facility from the **Facility** drop-down.
6. CLICK the **Create** button.

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To search for closeout information by Publication:

1. SELECT 'Publication' from the **Search by** menu.
2. CLICK the **Submit** button.
3. ENTER the **Publication Name** or **Publication ID**.
4. CLICK the **Search** button.
5. SELECT the Publication.
6. CLICK the **Add** button.
7. REPEAT until the desired number of **Publications** is added.
8. ENTER the start date in the **Select Date Range** box.
9. ENTER the end date in the **To Date** box.
10. CLICK the **Create** button.

To search for closeout information by Customer Registration ID:

1. SELECT 'Customer Registration' from the **Search by** menu.
2. CLICK **Submit**.
3. SELECT a scheduler name from the **Customer Registration ID** drop-down.
4. ENTER the start date in the **Select Date Range** box.
5. ENTER the end date in the **To Date** box.
6. CLICK the **Create** button.

To search for closeout information by eFile Number:

1. SELECT **eFile number** from the **Search by** menu.
2. CLICK **Submit**.
3. ENTER an eFile number the field next to the first eFile Number.
4. CLICK the **Create** button.



The *Closeout Data Report* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	The Appointment ID for which you wish to view closeout information.
<i>Status</i>	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
<i>Facility Name</i>	The Facility Name associated with the appointment.
<i>NASS Code</i>	The NASS Code associated with the facility name.
<i>Appointment Date and Time</i>	The Scheduled Appointment Date and Time
<i>Arrival Date and Time</i>	The Actual Arrival Date and Time.
<i>Unload Start Date and Time</i>	The Unload Start Date and Time.
<i>Unload End Date and Time</i>	The Unload Start Date and Time.
<i>Mail Integrity</i>	One or multiple irregularities associated with the load.
<i>Content Discrepancy</i>	The difference between the scheduled volume and the actual volume.
<i>Surface Visibility Placard Scans</i>	Identifies if content in the appointment was scanned by Surface Visibility.
<i>Closed by Surface Visibility</i>	Indicates if Appointment was closed by Surface Visibility.
<i>Mail Class</i>	Identifies the Mail Class(es).
<i>News</i>	Indicates if the appointment is News.
<i>Perishable</i>	Indicates if the appointment is Perishable.
<i>Scheduled Pallet Count</i>	Identifies the number of pallets scheduled to arrive on an appointment.
<i>Actual Pallet Count</i>	Identifies the actual number of pallets recorded at closeout of an appointment.
<i>Scheduled Bedload Count</i>	Identifies the number of bedloaded mail pieces scheduled to arrive on an appointment
<i>Actual Bedload Count</i>	Identifies the actual number of bedloaded mail pieces recorded at closeout of an appointment.
<i>eFile Number</i>	The eFile Number(s) associated with the appointment, if applicable.

A snapshot of the *Closeout Data Report* page is on the following page.



## Facility Access and Shipment Tracking (FAST)

### Closeout Data Report

[Return to Previous Screen](#)

#### Selected Criteria

**Facility Name:** NEW YORK

**NASS Code:** 100

**Status Code Legend :** CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U =  
 Unscheduled

**Mail Integrity Code Legend :** AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do  
 Not Match Form, D = Damaged Mail, DR = Driver Refused to Assist, IA = Incorrect  
 Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP =  
 Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by  
 Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts  
 Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No  
 Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets  
 Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size

**Mail Class Code Legend :** PS=Package Services, PER=Periodicals, STD=Standard, N/C=No Content

**For best results, download this report into Excel and print in 'Landscape' mode.**

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<a href="#">Appointment ID</a>	<a href="#">Status</a>	<a href="#">CRID</a>	<a href="#">Scheduler ID</a>	<a href="#">Scheduler Name</a>	<a href="#">Mail Owner</a>	<a href="#">Mail Preparer</a>	<a href="#">Publication Name</a>	<a href="#">Facility Name</a>	<a href="#">NASS Code</a>	<a href="#">Appointment Date</a>	<a href="#">Time</a>	<a href="#">Arrival Date</a>
[Empty table body]												

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◀ [Progress bar] ▶

**For best results, download this report into Excel and print in 'Landscape' mode.**

## 9.5 Corporate Rating Report

The *Corporate Rating Report* presents the breakdown of the corporate rating score. An overview on Corporate Rating can be found in section **11.0 Rating Overview**. The report is generated based on the Effective Start Date Range, Report View (by all facilities or by a facility), and Corporate ID. If the user chooses to view "By All Facilities", a *Corporate Rating Report by All Facilities View* will be displayed. The report will list all of the facilities where the corporation was rated. Once the report is created, the user can click on one of the hyperlinked facilities to drill to the *Corporate Rating Summary Report by Facility View* page. The *Corporate Rating Summary Report by Facility View* shows three tables: *Rating Summary*, *Exception Rating Summary*, and *Exempt Rating Summary*. If the user selects to search "By Facility" on the *Corporate Rating Report* and selects the facility, a *Corporate Rating Summary Report by Facility View* page will be shown listing the facility that was selected.

### 9.5.1 View Corporate Rating Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Corporate Rating Report** link, or associated **Go>** button to display the *Corporate Rating Report Selection* page. The user must enter an effective start date range, report view, corporate ID, and facility (if generating "By Facility" view).



The fields and buttons on the *Corporate Rating Report Selection* page are described below. A snapshot of the page is displayed after the field description.

* <i>Select Effective Date Range for Corporate Rating</i>	Select an appointment scheduling week. The corporate rating report will return the rating information used to determine your scheduling. The drop down menu includes 3 weeks in the future and the current week.
* <i>Report View</i>	Select to search for a specific facility or to view for all available facilities.
* <i>Facility</i>	Only displays when user searched "By Facility": Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
* <i>Select Corporate ID</i>	Drop-down box listing the Corporate IDs.
<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the corporate rating data for the entered criteria and displays the <i>Corporate Rating Report</i> .

The Corporate Rating Report Selection Page is displayed on the following page.

The screenshot displays the 'Corporate Rating Report' section of the FAST application. It includes a navigation menu on the left with options like 'Appointments', 'Facilities', and 'Reports'. The main content area is titled 'Corporate Rating Report' and contains a 'Choose Search Criteria' section. Below this, there are instructions and a form with the following elements:

- Choose Search Criteria:** Please enter in the following information (\* Required Fields):
- There are two options to search for a facility:**
  - Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
  - Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.
- \* Select Effective Start Date:** Range for Corporate Rating: 02/02/2007 - 02/08/2007
- \* Report View:** By Facility (with a 'Submit >' button)
- State:** -- Select One -- (with a 'View Cities >' button)
- City:** (dropdown menu)
- \* Facility:** (dropdown menu)
- \* Facility/NASS Code search is only available for active and non-DU FAST facilities.**
- \* Select Corporate ID:** FAST TEST CORP - ACCENTURE - 221021234000
- Buttons:** Cancel, Create

From the Corporate Rating Report Selection page, the user may view the rating information for the specified date range by performing the following steps:

*To view the report information for all rated facilities:*

1. SELECT an **Effective Date Range** from the drop down
2. SELECT 'All Facilities' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT a corporate ID from the **Corporate ID** drop-down box
5. CLICK the **Create** button

*To Search for a Facility by State and City:*

1. SELECT an **Effective Date Range** from the drop down
2. SELECT 'By Facility' from the **Report View** drop-down box
3. SELECT a state from the **State** drop-down box
4. CLICK the **View Cities** button
5. SELECT a city from the **City** drop-down box
6. CLICK the **Search** button
7. SELECT a facility from the **Facility** from the drop down box
8. CLICK the **Create** button

To Search for a Facility by NASS Code:

1. SELECT an **Effective Date Range** from the drop down
2. SELECT 'By Facility' from the **Report View** drop-down box
3. ENTER the **NASS Code in the** textbox
4. CLICK the **Search** button
5. CLICK the **Create** button



**Note:**

From the *Corporate Rating by All Facilities Report View* page you can drill to the *Corporate Rating by Facility Report View* by clicking on the Facility Name hyperlink for the desired facility.



The *Corporate Rating Report by All Facilities View* page displays basic rating information for all the facilities where the selected corporation was rated. From this report the user can navigate to the *Corporate Rating Summary Report by Facility View* which gives more detailed rating information for the selected corporate ID and facility. The fields and buttons on the *Corporate Rating Report By All Facilities View* page are described below. A snapshot of the page is displayed after the field description.

<i>Corporate ID</i>	The corporate ID and name of the corporation.
<i>Effective Date Range for Corporate Rating</i>	The effective date range the corporate rating will be in effect.
<i>Date Range of Data used for this Corporate Rating</i>	Date range of the appointments used to calculate the corporate rating.
<i>National Average Corporate Rating</i>	The average of all corporations across all rated facilities.
<i>Corporations' National Average Rating</i>	The average of the corporation across all facilities.
<i>NASS Code</i>	NASS Code of the facility where the corporation was rated.
<i>Locale Key</i>	The locale key of the facility where the corporation was rated.
<i>Facility Name</i>	The name of the facility.
<i>Facility Average Corporate Rating</i>	The average rating for all corporations at a specific facility.
<i>Corporate Rating</i>	The corporate rating of the corporation at a specific facility.
<i>Total number of appointments</i>	The total number of scheduled and unscheduled appointments for a specific corporation at a specific facility.
<i>Submission Method</i>	The average points awarded for submission method for all rated appointments.
<i>On-Time Accuracy</i>	The average points awarded for on-time accuracy for all rated appointments.
<i>Content Accuracy</i>	The average points awarded for content accuracy for all rated appointments.

<i>Pre-notification &amp; Irregularity Deductions</i>	The average points deducted for pre-notification and irregularities for all rated appointments.
<i>Number of Appointments</i>	The number of routine appointments which were rated at a facility.
<i>Exception Average Points</i>	The average points awarded for exception appointments.
<i>Exception Number of Appointments</i>	The number of appointments that were exceptions.
<i>Number of Appointments Exempt</i>	The number of appointments that were exempt from rating.

The *Corporate Rating Report By All Facilities* page is displayed on the following page.



[Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

## Facility Access and Shipment Tracking (FAST)

### Corporate Rating Report By All Facilities View

[Return to Previous Screen](#)

**Selection Criteria**

Corporate ID: 123456789876 - Corporation 1

Effective Date Range for Corporate Rating: 06/29/2008 - 07/05/2008

Date Range for Data Used for this Corporate Rating: 05/04/2008 - 05/31/2008

Corporation's National Average Rating: 81

National Average Corporate Rating: 80

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NAAS Code	Locale Key	Facility Name	Facility Average Corporate Rating	Corporate Rating	Total Number of Appts	Rating Summary Average Points				Exception			
						Submission Method	On-Time Accuracy	Content Accuracy	Pre-Notification & Irregularity Deductions	Number of Appts	Average Points	Number of Appts	Number of Appts Exempt
<a href="#">01Z</a>	V22551	<a href="#">SPRINGFIELD BMC</a>	54	38	8	20	40	40	0	3	0	5	0
<a href="#">430</a>	X20642	<a href="#">COLUMBUS</a>	74	85	27	20	34	40	0	20	0	2	5
<a href="#">60Z</a>	W12400	<a href="#">CHICAGO</a>	69	96	17	20	39	38	0	17	0	0	0
<a href="#">200</a>	V21176	<a href="#">WASHINGTON</a>	45	75	15	20	15	40	0	11	0	0	4
<a href="#">870</a>	Z13503	<a href="#">ALBUQUERQUE</a>	48	100	6	20	40	40	0	6	0	0	0
<a href="#">900</a>	Z24121	<a href="#">LOS ANGELES</a>	65	80	33	20	34	40	10	20	50	4	9
Total (6 results)													

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The user can click on the Facility Name hyperlink to view the *Corporate Rating Report by Facility* for a particular facility.



The *Corporate Rating Summary Report by Facility View* page opens, displaying the corporate rating data for the specified effective start date range, facility, and corporation. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.



<i>Corporate ID</i>	The corporate ID of the corporation.
<i>Facility</i>	The name of the facility.
<i>Effective Date Range</i>	The effective date range that the corporate rating will be in effect.
<i>Date Range of Data</i>	Date range of the appointments used to calculate the corporate rating.
<i>Number of Appointments</i>	The number of scheduled and unscheduled appointments for a corporation at a facility.
<i>Corporate Rating</i>	The corporate rating of the corporation at a specific facility.
<i>Facility Corporate Average Rating</i>	The average rating for a facility across all corporations.
<i>Corporation's National Average Rating</i>	The average of a specific corporation across all facilities.
<b>Rating Summary</b>	
<i>Submission Method</i>	The submission method for all appointments being rated for the corporation for the specified date range. Possible categories are: Mail.dat/WS (with Pallet Presort), Online/WS (no pallet presort), and Phone.
<i>Mail.dat/WS</i>	Total count of appointments created via WS with pallet presort.
<i>WS (No Pallet Presort)/Online</i>	Total count of appointments created via WS without pallet presort or appointments submitted online.
<i>Phone</i>	Total count of appointments made by phone.
<i>On-Time Accuracy</i>	The on-time accuracy for all appointments being rated for the corporation for the specified date range. Possible categories are: On-Time, Late, and Significantly Late.
<i>On-Time</i>	Total count of on-time appointments.
<i>Late</i>	Total count of late appointments. An appointment is late if it arrives > 30 minutes to 2:00 hours later than the scheduled appointment date and time.
<i>Significantly Late</i>	Total count of significantly late appointments. An appointment is significantly late if it arrives > 2 hours to 8:00 hours later than the scheduled appointment date and time.
<i>Multi-stop Delay</i>	Total number of multi-stop appointments that were delayed by USPS.
<i>Content Accuracy</i>	The content accuracy calculation between what was scheduled and what actually arrived at the facility. Possible categories are: Accurate, Minor, and Major.
<i>Accurate</i>	Total count of accurate content ( <= 2 pallets or 10% bedload).
<i>Minor</i>	Total count of content inaccuracies that are minor (> 2 pallets and <= 5 pallets or 11-25% bedload).
<i>Major</i>	Total count of content inaccuracies that are major (>5 pallets or > 25% bedload).
<i>Pre-Notification and Irregularity Deductions</i>	The counts of any deductions. Possible categories are: Create, Update, Date Change, Location Change, and Irregularity deductions.
<i>Create</i>	Total count of appointments that were created within 12 hours of appointment date and time.
<i>Update</i>	Total count of appointments that have been updated within 12 hours of appointment date and time.
<i>Date Change</i>	Total count of appointments whose date was changed within 12 hours of appointment date and time.
<i>Location Change</i>	Total count of appointments whose location was changed within 12 hours of appointments date and time.
<i>Irregularity Deductions</i>	Total count of appointments with irregularities.
<i>Average Submission</i>	The corporation's average points for submission method of appointments

<i>Method Points</i>	(Min: 0, Max: 20).
<i>Average On-Time Accuracy Points</i>	The corporation's average points for on-time accuracy of appointments (Min: 0, Max: 40).
<i>Average Content Induction Points</i>	The corporation's average points for content induction accuracy (Min: 0, Max: 40)..
<i>Average Pre-Notification Deductions Points</i>	The corporation's average points deducted for pre-notification and irregularity (Min: 0, Max: 50).
<b><i>Exception Rating Summary</i></b>	
<i>More Than 8 Hours Late</i>	Displays the count of appointments that were more than 8 hours late.
<i>No-Show</i>	Displays the count of appointments that were no-shows.
<i>Unscheduled</i>	Displays the count of unscheduled appointments.
<i>Rejected</i>	Displays the count of rejected appointments.
<i>Appt Type Discrepancy</i>	Displays the count of appointments with appointment type discrepancy.
<i>Mail Class Exception</i>	Displays the count of appointments with mail class exception.
<i>Multi Appt Exception</i>	Displays the count of appointments that had multiple appointments associated with load.
<i>Cancellations (&lt;=12 hours)</i>	Display the count of appointments that were cancelled within 12 hours of the appointment date and time.
<i>Cancellations (&gt;12 hours)</i>	Display the count of appointments that are cancelled greater than 12 hours in advance of the appointment date and time.
<i>Change and Cancelled</i>	Display the count of appointments where there was an initial time change and subsequently the appointment was cancelled.
<b><i>Exempt Rating Summary</i></b>	
<i>Cancellation within 2 hours of Creation</i>	The total count of appointments that are cancelled within 2 hours of creation.
<i>100% Perishable</i>	The total count of appointments that are 100% perishable.
<i>100% Periodicals</i>	The total count of appointments that are 100% Periodicals.
<i>Holiday/Contingency</i>	The total count of appointments cancelled due to a holiday or contingency at the specified facility.

The *Corporate Rating Report* page is displayed on the following page.



[Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

## Facility Access and Shipment Tracking (FAST)

### Corporate Rating Summary Report By Facility View

[Return to Previous Screen](#)

#### Selected Criteria

Corporate ID: 123456789876 - Corporation 1  
 Facility: 200 - WASHINGTON  
 Effective Date Range: 06/29/2008 - 07/05/2008  
 Date Range of Data: 05/04/2008 - 05/31/2008  
 Number of Appointments: 15  
 Corporate Rating: 75  
 Corporation's National Average Rating: 81  
 Facility Corporate Average Rating: 45

#### Rating Summary

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Submission Method			On-Time Accuracy				Content Accuracy			Pre-Notification & Irregularity Deductions				
Mail.dat/WS (With Pallet Level)	Online/WS (No Pallet Level)	Phone	On- Time	Late	Significantly Late	Multi- stop Delay	Accurate	Minor	Major	Create	Update	Date change	Location change	Irregularity Deductions
11	0	0	3	2	6	0	11	0	0	0	0	0	0	0
Average Submission Method Points: 20			Average On-Time Accuracy Points: 15				Average Content Induction Points: 40			Average Pre-Notification Deductions: 0				
Number of Appointments: 11														

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#### Exception Rating Summary

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More Than 8 Hours Late	No- Show	Unscheduled	Rejected	Appt. Type Discrepancy	Mail Class Exception	Multi- Appt. Exception	Cancellations		Change and Cancelled
							(<= 12 Hours)	(> 12 Hours)	
0	0	0	0	0	0	0	0	0	0
Number of Appointments: 0									
							Average Exceptions Points: 0		Number of Appointments: 0

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#### Exemption Rating Summary

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Cancellations Within 2 Hours of Creation	100% Perishable	100% Periodicals	Holiday/ Contingency
0	0	4	0
Number of Appointments: 4			

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The user may click on one of the **Count** hyperlinks to view more details about the appointments associated with that count.

The *Appointment Rating Analysis Report* page displays appointment data according to the selected search criteria as well as the type of appointment rating hyperlink selected. Each appointment that meets the criteria is displayed. The appointment data shows the appointment ID, scheduled appointment date and time, and the actual appointment date and time. A snapshot of the page is displayed after the field description.

<i>Corporate ID</i>	The corporate ID and name of the corporation.
<i>Facility</i>	The NASS Code and name of the facility.
<i>Effective Date Range</i>	The effective date range that the corporate rating will be in effect.
<i>Date Range of Data</i>	Date range of the appointments, used to calculate the corporate rating.
<i>Number of Appointments</i>	The number of scheduled and unscheduled appointments for a corporation at a facility.
<i>Corporate Rating</i>	The corporate rating of the corporation at a specific facility.
<i>Customer Registration</i>	The Mailer name associated with the appointment.
<i>Appt ID</i>	The appointment ID.
<i>Scheduled Date and Time</i>	The scheduled date and time.
<i>Rating Points</i>	The overall calculated rating.
<i>Rating Reason</i>	The high level rating reason.
<i>Submission Method</i>	The submission method type and associated points.
<i>On-Time Accuracy</i>	The on-time accuracy code and associated points.
<i>Content Accuracy</i>	The content accuracy code and associated points.
<i>Pre-Notification &amp; Irregularity Deductions</i>	The pre-notification & irregularity deductions codes and associated points.
<i>Exceptions</i>	The exception type and associated points.
<i>Exemptions</i>	The exemption code.
<i>Export All Button</i>	Exports the displayed data plus additional data for each appointment



[Home](#) | [Sign Out](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Appointment Rating Analysis Report

[Return to Previous Screen](#)

Corporate ID: 123456789 - Corporation 1  
 Facility: 200 - WASHINGTON  
 Effective Date Range: 09/29/2008 - 07/05/2008  
 Date Range of Data: 05/04/2008 - 05/31/2008  
 Number of Appointments: 11  
 Corporate Rating: 75

Method Code Legend: OM = Online, PM = Phone, WDM = Web Service with Detail (Pallet Presort), WNDM = Web Service with no Detail (No Pallet Presort)

On-Time Accuracy Code Legend: LA = Late Arrival (0:31 - 2:00), MS = Multi-stop USPS Delay, OTA = On-Time Arrival (<= 0:30), SLA = Significantly Late (2:01 - 8:00), Exception = See corresponding column

Content Accuracy Code Legend: AI = Accurate Volume, MI = Minor Volume Change, SI = Major Volume Change

Pre-Notification & Irregularity ACTP = Create within 12 hours, AUTP = Update within 12 hours, DLC = Date and Location Change, DC = Date Change, LC = Location Change, SPR = Significant Volume Change <= 12 hours, IRDE = Irregularities Deductions

Exception Code Legend: CR = Cancellation of appointment > 12 hours, DLCTP = Cancellation of appointment <= 12 hours, DTCC = Date/Time Change with Cancellation, MAPT = Multiple Appointments per trailer, MCD = Mail Class Discrepancy, NR = No-Show, OBLA = More than 8 hours Late, RR = Rejected, ATD = Appointment Type Discrepancy, UR = Unscheduled

Exemption Code Legend: APO = All Periodicals, APS = All Perishable, CAPC = Cancelled, HC = Holiday/Contingency Constraint Change

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Scheduler	Appt ID	Scheduled Date and Time	Rating Points	Rating Reason	Rating Summary										
					Submission Method	On-Time Accuracy		Content Accuracy		Pre-Notification & Irregularity Deductions		Exceptions		Exemptions	
					Method	Points	Accuracy	Points	Accuracy	Points	Types	Points	Types		Points
Mailer 1	<a href="#">104389182</a>	05/04/2008 11:00:00	60	Routine	WDM	20	SLA	0	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104406671</a>	05/10/2008 08:00:00	60	Routine	WDM	20	SLA	0	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104407670</a>	05/10/2008 10:00:00	80	Routine	WDM	20	LA	20	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104407680</a>	05/10/2008 10:00:00	60	Routine	WDM	20	SLA	0	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104430984</a>	05/13/2008 08:00:00	100	Routine	WDM	20	OTA	40	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104431023</a>	05/11/2008 11:00:00	60	Routine	WDM	20	SLA	0	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104438183</a>	05/15/2008 13:00:00	60	Routine	WDM	20	SLA	0	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104446582</a>	05/17/2008 12:00:00	100	Routine	WDM	20	OTA	40	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104446606</a>	05/17/2008 11:00:00	80	Routine	WDM	20	LA	20	AI	40	N/A	0	N/A	0	
Mailer 1	<a href="#">104482684</a>	05/18/2008 09:00:00	100	Routine	WDM	20	OTA	40	AI	40	N/A	0	N/A	0	

First | Prev | Page 1, 2 | Next | Last | Total (11 results)

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Maximum Points Available = 100  
 Maximum Points for Submission Method = 20  
 Maximum Points for On-Time Accuracy = 40  
 Maximum Points for Content Accuracy = 40

[Export All](#)

## 9.6 Holiday and Contingency Constraints Report

The *Holiday and Contingency Constraints Report* identifies which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints. The user is asked to select a date range and report view in order to see holiday and contingency data.



The fields and buttons on the *Holiday and Contingency Constraints Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*Select Date Range</i>	Selects the date range for the holiday and contingency constraints. The start date may only be greater than or equal to the current date. The end date may not exceed 7 days from the current date.
<i>*Report View</i>	Drop-down box listing the report views to choose from: By Area, By District, and By Facility.
<i>Submit button</i>	Triggers the application to show the variable drop-down: Area ID, District ID, Facility ID and search fields.
<i>*Area ID</i>	If the user searches by Area: Drop-down box listing all area options.
<i>District ID</i>	If the user searches by District: Drop-down box listing all district options.
<i>Exclude Delivery Unit checkbox</i>	Only displayed when searching by Area or District; Check the box to exclude Delivery Units from the generated report.
<i>State</i>	Only displays when user searches by Facility: Drop-down box listing all state options.
<i>View Cities button</i>	Only displays when user searched by Facility: Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Only displays when user searched by Facility: Drop-down box listing all cities with postal facilities within the selected state.
<i>Search button</i>	Only displays when user searched by Facility: Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
<i>NASS Code</i>	Only displays when user searched by Facility: Textbox to input the three to five character NASS Code of the requested facility.
<i>Search button</i>	Only displays when user searched by Facility: Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
<i>Facility</i>	Only displays when user searched by Facility: Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Retrieves the holiday and contingency constraint data for the entered criteria and displays the Holiday and Contingency Constraints Report.

The *Holiday and Contingency Constraints Report Selection* page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' website. The top navigation bar includes the USPS logo and links for 'Home' and 'Sign Out'. Below the header, the page title is 'Facility Access and Shipment Tracking (FAST)'. The main content area is titled 'Holiday and Contingency Constraints Report' and contains the following elements:

- Choose Search Criteria**: Please enter in the Date Range in 'MM/DD/YYYY' format (\* Required Fields)
- \* Select Date Range:** Two date input fields with calendar icons.
- \* Report View:** A dropdown menu set to 'By Area' and a 'Submit >' button.
- \* Area ID:** A dropdown menu set to '4A - New York Metro (A)'.
- Exclude Delivery Units:** An unchecked checkbox.
- Buttons:** 'Cancel' and 'Create' buttons.

The left sidebar contains a navigation menu with categories: Appointments, Facilities, Profiles, Reports, and Resources. The footer includes site map, contact, forms, and copyright information.



**Note:**

The Start Date must be greater than or equal to the current date.  
The End Date may not exceed 7 days from the current date.

When searching by Area or District, the user can exclude the Delivery Units from the generated report by checking the *Exclude Delivery Unit* checkbox.



From the *Holiday and Contingency Constraints Report Selection* page, the user may view the holiday and contingency information by one of four ways:

*To Search for holiday and contingency constraints information by Area:*

6. ENTER the **Date Range**
7. SELECT 'by Area' from the **Report View** drop-down box
8. CLICK the **Submit** button

9. SELECT an area in the **Area ID** drop-down
10. CLICK the **Create** button

*To Search for holiday and contingency constraints information by District:*

6. ENTER the **Date Range**
7. SELECT 'by District' from the **Report View** drop-down box
8. CLICK the **Submit** button
9. SELECT an district in the **District ID** drop-down
10. CLICK the **Create** button

*To Search for holiday and contingency constraint information by Facility by state and city:*

10. ENTER the **Date Range**
11. SELECT 'by Facility' from the **Report View** drop-down box
12. CLICK the **Submit** button
13. SELECT a **State** from the drop-down box
14. CLICK the **View Cities** button
15. SELECT a city from the **City** drop-down box
16. CLICK the **Search** button
17. SELECT a facility from the **Facility** drop-down box
18. CLICK the **Create** button

*To Search for holiday and contingency constraint information by Facility by NASS Code:*

8. ENTER the **Date Range**
9. SELECT 'by Facility' from the **Report View** drop-down box
10. CLICK the **Submit** button
11. ENTER the three to five character **NASS Code** in the text box
12. CLICK the **Search** button
13. SELECT a facility from the **Facility** drop-down box
14. CLICK the **Create** button



The *Holiday and Contingency Constraints Report* page opens, displaying the holiday and contingency information and facility status for the specified search criteria. The fields and buttons on the *Holiday and Contingency Constraints Report* page are described below. A snapshot of the page is displayed after the field description.

<i>NASS Code</i>	The three to five character NASS Code associated with the selected criteria.
<i>Facility Name</i>	The Facility Name associated with the selected criteria.



<i>Date</i>	Date of when Holiday and Contingency Constraint is in effect.
<i>Constraint Type</i>	The type of constraint (Holiday or Contingency).
<i>Drop Shipment Hours</i>	The times the associated facility is accepting Standard and Package Service Drop Shipments.
<i>Hours of Operation</i>	The times the associated facility is open and staffed to accept Periodicals volume on that corresponding day.

The *Holiday and Contingency Constraints Report* page is displayed below:

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. At the top, there is a 'UNITED STATES POSTAL SERVICE' logo and navigation links for 'Home' and 'Sign Out'. Below the logo is a search bar containing 'Facility Access and Shipment Tracking (FAST)'. The main heading is 'Facility Access and Shipment Tracking (FAST)'. Below this is a sub-heading 'Holiday and Contingency Constraints Report' with a 'Return to Previous Screen' link. A 'Selected Criteria' section displays: 'Date Range: 10/04/2006 - 10/10/2006', 'Facility Name: WASHINGTON', and 'NASS Code: 200'. Below the criteria are export options: 'Download into Excel' and 'View Printable Version'. A table displays the results:

NASS Code	Facility Name	Date	Constraint Type	Drop Ship Hours*	Hours of Operation
200	<a href="#">WASHINGTON</a>	10/09/2006	Holiday		06:00 - 20:00

Below the table, it says 'Total (1 result)'. There are also export options: 'Download into Excel' and 'View Printable Version'. A footnote states: '\* Hours displayed are potentially available trip slot hours.'



A user may view the *Facility Profile* page (described in module 5.1 – *Facility Profile*) for the selected facility by CLICKING the **Facility Name** hyperlink.

## 9.7 Mail Direction Search

The *Mail Direction Search* is used to search for default drop entry points as well as redirections. This flexible and powerful function allows the user to search based on three report views that include a Default and Redirections View, Drop Entry Point View, and Label List View. The Default and Redirections View give users the ability to search for default drop entry points as well as mail redirections. The Drop Entry Point View allows users to search for general drop entry points that are not distinguished by default drop entry facilities and redirections. The Label List View allows users the ability to search for drop entry points for a single label or for multiple labels within a single label list.

The Mail Direction Search is accessible to users both pre- and post-login. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to

the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the Mail Direction Search link, or associated Go> button to display the *Mail Direction Search Criteria* page. The user is then able to choose a Report View Option from a drop down menu that includes Default and Redirections View, Drop Entry Point View, and Label List View. After the user makes their selection and CLICKS the Create button, the page is refreshed with the selected report view.



The fields and buttons on the *Mail Direction Search Criteria* page are described below. A snapshot of the page is displayed after the field description.

<i>*Report View</i>	Drop-down box containing the three options for viewing the Mail Direction Search including Default and Redirections View, Drop Entry Point View, and Label List View.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Displays the Mail Direction Search Report based upon the chosen Report View.

A snapshot of the *Mail Direction Search Criteria* page is displayed below.

### 9.7.1 Default and Redirections View

The Default and Redirections View gives the users the ability to search for default drop entry points as well as redirections. After selecting Default and Redirections as the Report View on the Mail Directions Search Criteria Page, the Mail Direction Search – Default and Redirections View is displayed. On the initial load of the page, the criteria will default to predetermined values. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.



The fields and buttons on the *Mail Direction Search – Default and Redirections View* page are described below. A snapshot of the page is displayed after the field description.

<i>*Modified</i>	Drop-down box containing date range options in which the default entry point or the redirection was last modified.
<i>*Effective Date</i>	Drop-down box containing date options in which the redirection is at least partly active or in grace period.
<i>Content Zip Code</i>	Textbox to input the Content ZIP Code.
<i>*Discount Type</i>	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
<i>*Mail Class</i>	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
<i>*Mail Shape</i>	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
<i>*Palletized</i>	Drop-down box allowing user to search for redirections based on whether the mail is palletized, bedloaded, or both.
<i>Show Default Address</i>	Checkbox to choose if the address for the Default Facility will be shown on the report.
<i>Show Redirect Address</i>	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
<i>Show Combined ZIP/CRIDS</i>	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
<i>*Show Results For</i>	Drop-down box allowing the user to choose to display only default drop entry points, only redirections, or both.
<i>Show Truck Length Redirections Only</i>	Checkbox to indicate whether to display truck length redirections.
<i>Search button</i>	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
<i>Cancel button</i>	Displays the Reports Landing page.

Deleted: Range

Deleted: range

A snapshot of the *Mail Direction Search – Default and Redirections View* page is displayed below.

**Comment [J5]:** Update with new Effective Date screen

**Mail Direction Search - Default and Redirections View**

Select all applicable search criteria:

\* Modified: Last 7 Days  
 \* Effective Date Range: Any Current or Future  
 Content ZIP Code: 300\*  
 \* Discount Type: ALL  
 \* Mail Class: ALL  
 \* Mail Shape: ALL  
 \* Palletized: Both  
 \* Show Results For: Default and Redirections

Show Default Address  
 Show Redirect Address  
 Show Facility ZIP/CRID Ranges

Show Truck Length Redirections Only

[Search >](#) [Cancel](#)

Export options: [Download into Excel](#) | [View Printable Version](#)

Content Information				Default Facility		Redirection Facility		Effective Dates					
ZIP/CRIDs	Discount	Class Group	Pallet	Facility	MASS	Facility	MASS	Effective Start Date	Default Grace Period End Date	Effective End Date	Grace Period End Date	Truck Length	Modified Date
307	SCF	Standard/Flats	N	CHATTANOOGA P&DC	373	MONTGOMERY	360	01/01/2011	01/15/2011	06/26/2012	N/A	05/26/2012	
307	SCF	Standard/Flats	Y	CHATTANOOGA P&DC	373	MONTGOMERY	360	01/01/2011	01/15/2011	06/26/2012	N/A	05/26/2012	
307, 374	SCF	Default		CHATTANOOGA P&DC	373			09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012	

Total (3 results)

Export options: [Download into Excel](#) | [View Printable Version](#)

**Note:**



The Content ZIP Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. For example, if the user enters "154\*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Default Address checkbox or the Show Redirect Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

### 9.7.2 Drop Entry Point View

The Drop Entry Point View gives the user the ability to search for drop entry points. This view will return results as drop entry points instead of defaults and redirections. After the user selects Drop Entry Point View from the Mail Directions Search Criteria and CLICKS the Create button, the Mail Direction Search – Drop Entry Point View Page will display. The results table will be pre-populated with the results of the search according to the default criteria. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.



The fields and buttons on the *Mail Direction Search – Drop Entry Point View* page are described below. A snapshot of the page is displayed after the field description.

<i>*Modified</i>	Drop-down box containing date range options in which the drop entry point was last modified.
<i>*Effective Date</i>	Drop-down box containing date options in which the drop entry point is at least partly active or in grace period.
<i>Content Zip Code</i>	Textbox to input the Content ZIP Code.
<i>*Discount Type</i>	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
<i>*Mail Class</i>	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
<i>*Mail Shape</i>	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
<i>*Palletized</i>	Drop-down box allowing user to search for drop entry points based on whether the mail is palletized, bedloaded, or both..
<i>Show Address</i>	Checkbox to choose if the address for the Facility will be shown on the report.
<i>Show Combined ZIP/CRIDS</i>	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
<i>Search button</i>	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
<i>Cancel button</i>	Displays the Reports Landing page.

Deleted: Range  
 Deleted: range

A snapshot of the *Mail Direction Search – Drop Entry Point View* page is displayed on the following page.

**Facility Access and Shipment Tracking (FAST)**

**Mail Direction Search - Drop Entry Point View**

Select all applicable search criteria:

\* Modified: Last 7 Days

\* Effective Date Range: Any Current or Future

Content ZIP Code: 374

\* Discount Type: ALL

\* Mail Class: Periodicals

\* Mail Shape: ALL

\* Palletized: Yes

Show Address

Show Facility ZIP/CRID Ranges

[Search >](#) [Cancel](#)

Export options: [Download into Excel](#) | [View Printable Version](#)

Content Information			Facility		Effective Dates				Truck	Modified
ZIP/CRIDs	Discount	CHI Group	Pallet	Facility	NAAS	Effective Start Date	Effective End Date	Grace Period End Date	Length	Date
307, 374	SCF	Periodicals/Flats	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Irregular Parcels	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Letters	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Machinable Parcels	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012
307, 374	SCF	Periodicals/Non-Machinable Parcels	Y	CHATTANOOGA P&DC	373	09/02/2010	03/21/2011	06/04/2011	N/A	03/04/2012

Total (5 results)

Export options: [Download into Excel](#) | [View Printable Version](#)

Comment [J6]: Update with Effective Date screen



**Note:**

The Content ZIP Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. For example, if the user enters "154\*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

### 9.7.3 Label List View

The Label List View gives users the ability to search for defaults or redirections where destination discounts can be claimed for a single label or multiple labels within a single label list. After the user selects Label List View from the Report View on the Mail Direction Search Criteria Page and Clicks Create, the Mail Direction Search – Label List View is displayed. On the initial load of the page, the user must select the search criteria. The user must select the applicable label list from the drop-down menu and click the submit button so that the label drop down menu is populated with the corresponding labels for the label list.



The fields and buttons on the *Mail Direction Search – Label List View* page are described below. A snapshot of the page is displayed after the field description.

<i>*Label List</i>	Drop-down box containing Label List options which include the Label List Name and Code.
<i>Submit button</i>	Button used to populate the Label drop-down list for a selected Label List option.
<i>*Label</i>	Drop-down box containing Label options that correspond to the Label List option selected.
<i>Show Default Address</i>	Checkbox to choose if the address for the Default Facility will be shown on the report.
<i>Show Redirect Address</i>	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
<i>Search button</i>	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.

A snapshot of the *Mail Direction Search – Label List View* page is displayed on the following page.

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

### Facility Access and Shipment Tracking (FAST)

#### Mail Direction Search - Label List View

Return to [Previous Screen](#)

Select all applicable search criteria:

\* Label List: L005 - 3-Digit ZIP Code Prefix Groups - SCF Sortation [Submit >](#)

\* Label: SCF ALBUQUERQUE NM 870; 870-872; 875; 05/07/2009-05/07/2010 (05/07/2011) [Search >](#)

Show Default Address  
 Show Redirect Address

Discounts available are dependent on eligibility standards as prescribed in the Domestic Mail Manual.

Export options: [Download into Excel](#) | [View Printable Version](#)

Discount	Content Information			Default Facility		Redirection Facility		Effective Dates				Truck Length	Modified Date
	ZIP Range	CIM Group	Pallet	Facility	MASS	Facility	MASS	Effective Start Date	Default Grace Period End Date	Effective End Date	Grace Period End Date		
ADC	871	<a href="#">Default</a>		<a href="#">RIO RANCHO</a>	87124			05/07/2009		05/07/2010	05/07/2011	N/A	05/07/2009
BMC	871	<a href="#">Default</a>		<a href="#">RIO RANCHO</a>	87124			05/07/2009		05/07/2010	05/07/2011	N/A	05/07/2009
BMC	871	<a href="#">Periodicals/Flats</a>	Y	<a href="#">RIO RANCHO</a>	87124	<a href="#">SHREVEPORT</a>	710	05/07/2009	05/07/2009	05/07/2010	05/07/2011	N/A	05/07/2009
SCF	871	<a href="#">Default</a>		<a href="#">RIO RANCHO</a>	87124			05/07/2009		05/07/2010	05/07/2011	N/A	05/07/2009

Total (4 results)

Export options: [Download into Excel](#) | [View Printable Version](#)

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Comment [J7]: Update with effective date screen



**Note:**

The Label drop-down menu is sorted by Content ZIP Code.

Users should consider alternate printing options such as printing in Landscape mode or use larger paper to account for the large number of fields potentially displayed.

The Mail Direction Search can produce a large number of results. Large reports will require more time to process, more time to load, and more time and paper to print. Users are encouraged to utilize the appropriate search criteria.



## 9.8 Recurring Appointment Performance Report

The Recurring Appointment Performance Report is a FAST online report that will provide users with information related to all of the recurring appointments at a specified facility, for a selected scheduler ID and specified date range.

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Recurring Appointment Performance Report** link, or associated **Go>** button to display the *Recurring Appointment Performance Report Selection* page. The user can select a specific facility or all facilities, scheduler ID and date range on the selection page.



The fields and buttons on the *Recurring Appointment Performance Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*Report Views</i>	Shows available report views – All Facilities or By Facility.
<i>State</i>	Drop-down box listing all state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state.
<i>Search button</i>	Retrieves the facilities located in the selected state/city and populates the Facility drop-down box.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility.
<i>Search button</i>	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down box.
<i>*Facility</i>	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
<i>*Select Date Range</i>	Selects the date range that the result will be displayed.
<i>Show All Rated Recurring Appointment Instances in the Last 90 Days checkbox</i>	Selecting this checkbox will show all the rated recurring appointment instances in the last 90 days. The Select Date Range text boxes are not applicable when this checkbox is checked.
<i>*Scheduler ID</i>	Drop-down Box listing all applicable Scheduler IDs.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Retrieves the recurring appointment data for the entered criteria and displays the Recurring Appointment Performance Summary Report.

A snapshot of the *Recurring Appointment Performance Report Selection* page is displayed below.

The screenshot displays the 'Facility Access and Shipment Tracking (FAST)' web application. The top navigation bar includes the United States Postal Service logo, 'Home | Sign Out' links, and a breadcrumb trail for 'Facility Access and Shipment Tracking (FAST)'. A left-hand navigation menu lists various reports such as 'Appointments', 'Recurring Appointments', 'Facilities Profiles Reports', 'Appointment Calendar', 'Appointment Rating Analysis Report', 'Appointment Status Report', 'Appointment Summary Report', 'Closeout Data Report', 'Corporate Rating Report', 'Facility Schedule Report', 'Holiday And Contingency Constraint Report', 'Mail Direction Search', 'Recurring Appointment Performance Report', 'Scheduler Performance Report', 'Scheduler Report', and 'Slot Availability Report'. Below this menu are links for 'Origin Entry' and 'Customer / Supplier Agreements TEM'. The main content area is titled 'Facility Access and Shipment Tracking (FAST)' and 'Recurring Appointment Performance Report'. It prompts the user to 'Choose Search Criteria:' and provides instructions on how to search for a facility. A form contains fields for 'State' (a dropdown menu with a 'View Cities >' button), 'City' (a dropdown menu), 'NASS Code' (a text input with a 'Search >' button), and '\* Facility' (a dropdown menu). Below these fields is a 'Scheduler ID' dropdown menu and a checkbox for 'Show All Rated Recurring Appointment Instances in the Last 90 Days'. The date range is set to '\*Select Date Range: 06/01/2008 To: 06/01/2008'. Under '\* Mail Class:', there are checkboxes for 'All' (checked), 'Package Services', 'Periodicals', and 'Standard'. 'Cancel' and 'Create' buttons are at the bottom of the form. The footer contains site navigation links, copyright information, and logos for Postal Inspectors and the Inspector General.



From the Recurring Appointment Performance Selection page, the user may view the recurring appointment information for the specified facility or All Facilities, Scheduler ID, and date range by performing the following steps:

SEARCH for a specific facility by one of the following two ways:

*To search for a facility by state and city:*

1. SELECT a **State** from the drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button

*To search for a facility by NASS Code:*

1. ENTER the three to five character **NASS Code** in the text box
2. CLICK the **Search** button

OR

1. SELECT All Facilities for the Report Views
2. SELECT the **Customer Registration ID**
3. ENTER the **Date Range**
4. SELECT the **Mail Class(es)**
5. CLICK the **Create** button



**Note:**

The Start Date may not exceed 90 days prior to the current date.  
 The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).



The *Recurring Appointment Performance Summary* page opens, displaying the recurring appointment count data for the specified facility, Scheduler, date range, and mail class. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Recurring Sequence ID</i>	Displays the Recurring Sequence ID retrieved by search results. Users can click on the Recurring Sequence ID to view Appointment Level details on the <i>Recurring Appointment Performance Detail Report</i> page.
<i>Scheduler Name</i>	Displays the Scheduler Name for the associated recurring sequence ID.
<i>Effective Start Date</i>	Displays the effective start date for the associated recurring sequence ID.
<i>Effective End Date</i>	Displays the effective end date for the associated recurring sequence ID.
<i>Total Appts</i>	The total count of appointments.

<i>No-Show Count</i>	The total count of no-show appointments.
<i>Cancel &lt;= 12 hrs</i>	The total count of appointments cancelled within or equal to 12 hours.
<i>Cancel &gt; 12 hrs</i>	The total count of appointments cancelled outside of 12 hours.
<i>Late Arrival Count</i>	The total count of late arriving appointments.
<i>Average Rating</i>	The average rating for the appointments associated to the recurring sequence ID.
<i>Mail Class</i>	The mail class of the appointment.

A snapshot of the *Recurring Appointment Performance Summary Report* page is displayed below.

The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. The main heading is 'Recurring Appointment Performance Summary Report'. Below this, there are 'Selection Criteria' including Facility: ROANOKE (240), Date Range: 03/31/2008 - 04/04/2008, Scheduler ID: FAST SCHED 1 - 201481234001, and Mail Class: All. A table displays the following data:

Recurring Sequence ID	Effective Start Date	Effective End Date	Total Appnts.	No-Show Count	Cancel <= 12 hrs	Cancel > 12 hrs	Late Arrival Count	Average Rating	Mail Class
10244	08/29/2005	08/25/2009	5	2	0	0	0	54	STD
Total (1 result)									

A user can view appointment level details for a specific recurring appointment by clicking on the Recurring Sequence ID. This will load the *Recurring Appointment Performance Detail Report* page.



A Recurring Appointment Performance Detail page opens, displaying the appointment and rating information for all FAST appointments created from the selected recurring sequence. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Recurring Appointment ID</i>	Displays the appointment IDs of the appointments created from a recurring sequence.
<i>Scheduler Name</i>	Displays the Scheduler Name for the associated recurring sequence ID.
<i>Appt Status</i>	The status of the appointment.
<i>Appt Type</i>	The type of appointment.
<i>Scheduled Appt Date and Time</i>	The date and time the appointment is scheduled to arrive at the facility.
<i>Cancelled Appt Date and Time</i>	The date and time the appointment was cancelled. Blank otherwise.
<i>Submission method Pts</i>	The points the appointment received for submission method. Applies to rated appointments only.
<i>On-Time Pts</i>	The points the appointment received for on-time accuracy. Applies to rated appointments only.
<i>Contents Pts</i>	The points awarded for content accuracy. Applies to rated appointments only.
<i>Time Penalty Deductions</i>	The points deducted from an appointment during the rating process. Applies to rated appointments only.
<i>Rating Points</i>	The total points the appointment received when rated. Applies to rated appointments only.
<i>Return to Previous Page</i>	Hyperlink that returns the user back to the previous page.

A snapshot of the *Recurring Appointment Performance Detail Report* page is displayed on the following page.



[Home](#) | [Sign Out](#)

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Recurring Appointment Performance Detail Report

[Return to Previous Screen](#)

#### Selection Criteria

**Facility :** SPRINGFIELD BMC (01Z)

**Recurring Sequence ID :** 10194

**App't Status Legend :** CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

**For best results, download this report into Excel and print in 'Landscape' mode.**

Export options: [Download into Excel](#) | [View Printable Version](#)

Recurring App't ID	Scheduler Name	App't Status	App't Type	Scheduled App't Date and Time	Cancelled App't Date and Time	Submission Method Pts.	On-Time Pts.	Content Pts.	Time Penalty Deductions	Rating Points
10194	Scheduler One	CL	Pallet	07/09/2006 07:00:00		0	0	0	0	25
Total (1 result)										

Export options: [Download into Excel](#) | [View Printable Version](#)

**For best results, download this report into Excel and print in 'Landscape' mode.**

## 9.9 Scheduler Performance Report

The *Scheduler Performance Report* displays the number and percentage of No Shows, Cancellations more than 24 hours before the scheduled appointment time, Cancellations within 24 hours of the scheduled appointment time, Late Arrivals, and Unscheduled shipments. The user has the ability to perform the following functions from the *Scheduler Performance Report* page:

- [View Scheduler Performance Report](#)
- [Access the Scheduler Profile page](#)

Formatted: Indent: Left: 0",  
Bulleted + Level: 1 + Aligned at:  
0.25" + Tab after: 0.5" + Indent at:  
0.5", Tabs: 0.25", List tab + Not at  
0.5"

### 9.9.1 View Scheduler Performance Report

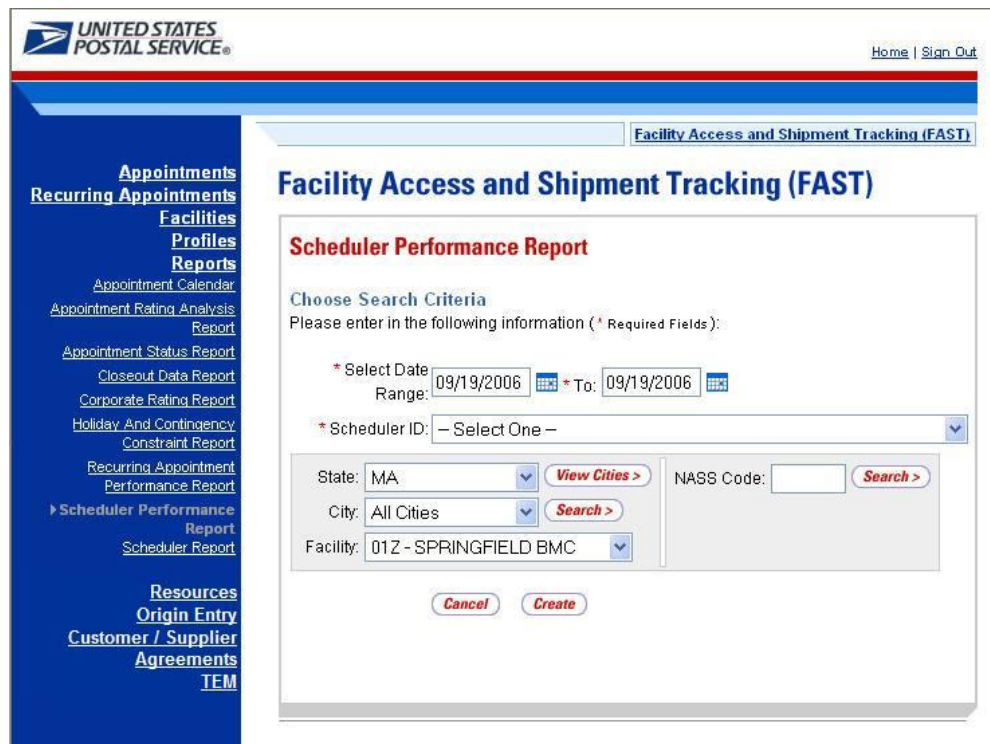
The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Performance Report** link, or associated **Go>** button to display the *Scheduler Performance Report Selection* page. The user must select a scheduler and date range on the selection page.



The fields and buttons on the *Scheduler Performance Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*Select Date Range</i>	Selects the date range to search for the scheduler performance report. The start date is restricted to 90 days prior to the current date. The end date may not be greater than the current date.
<i>*Customer Registration ID</i>	Drop-down box listing all Mailer ID options.
<i>State</i>	Drop-down box listing all state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state.
<i>Search button</i>	Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility.
<i>Search</i>	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
<i>*Facility</i>	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
<i>Cancel button</i>	Displays the Reports Landing page.
<i>Create button</i>	Retrieves the scheduler performance information for the entered criteria and displays the Scheduler Performance Report.

The *Scheduler Performance Report Selection* page is displayed below.



From the *Scheduler Performance Report Selection* page, the user may view the performance information for the specified date range by performing the following steps:

To Search for a Scheduler by Customer Registration ID:

1. ENTER a **Date Range**
2. SELECT a scheduler from the **Customer Registration ID** drop-down box
3. SELECT a **Facility**
4. CLICK the **Create** button

This will return all drop shipments for the specified scheduler.



**Note:**

The Start Date may not exceed 90 days prior to the current date.





The *Scheduler Performance Report* page opens, displaying the performance information for the selected criteria. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Customer Registration ID</i>	Displays the ID of the Mailer. Each ID is a hyperlink to the <i>Scheduler Profile</i> page, where the user may view the Mailer information.
<i>Scheduler Name</i>	The Scheduler Name associated with the selected criteria.
<i>Facility Code</i>	The three to five character NASS Code associated to the facility.
<i>Facility Name</i>	The Facility Name associated with the selected criteria.
<i>Total Schd. Appts.</i>	The total scheduled appointments for the associated scheduler.
<i>No Shows – Count</i>	The number of appointments that were no shows.
<i>No Shows - %</i>	The percentage of appointments that were no shows.
<i>Cancel ≤ 12hrs – Count</i>	The number of appointments that were cancelled within 12 hours of the scheduled appointment time.
<i>Cancel ≤ 12hrs - %</i>	The percentage of appointments that were cancelled within 12 hours of the scheduled appointment time.
<i>Cancel &gt; 12hrs – Count</i>	The number of appointments that were cancelled, with at least 12 hours notice.
<i>Cancel &gt; 12hrs - %</i>	The percentage of appointments that were cancelled, with at least 12 hours notice.
<i>Late Arrivals – Count</i>	The number of appointments that arrived > 30 minutes up to 2 hours after the scheduled time.
<i>Late Arrivals - %</i>	The percentage of appointments that arrived > 30 minutes up to 2 hours after the scheduled time.
<i>Unscheduled Count</i>	The number of shipments that arrived without an appointment.

The *Scheduler Performance Report* page is displayed on the following page.

The screenshot shows the USPS FAST Scheduler Performance Report interface. At the top, there is a navigation bar with the USPS logo and links for Home and Sign Out. Below this is a breadcrumb trail for Facility Access and Shipment Tracking (FAST). The main heading is "Facility Access and Shipment Tracking (FAST)" followed by a sub-heading "Scheduler Performance Report". A "Return to Previous Screen" link is visible in the top right of the report area.

**Selected Criteria**

Date Range: 03/31/2008-04/04/2008  
 Scheduler Name: FAST SCHED 1  
 Customer Registration ID: 201481234001  
 Facility Name: ROANOKE  
 NASS Code: 240

For best results, download this report into Excel and print in 'Landscape' mode.  
 Export options: [Download into Excel](#) | [View Printable Version](#)

Scheduler		Facility		Total		No Shows		Cancel <= 12 hrs		Cancel > 12 hrs		Late Arrivals		Unscheduled	
ID	Name	NASS Code	Name	Count	%	Count	%	Count	%	Count	%	Count	%	Count	
201481234001	FAST SCHED 1	240	ROANOKE	5	2	40.00%	0	.00%	0	.00%	0	.00%	0	.00%	0
<b>Total</b>				5	2	40.00%	0	.00%	0	.00%	0	.00%	0	.00%	0

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 For best results, download this report into Excel and print in 'Landscape' mode.

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A user may view *Scheduler Profile* page (described in module 7.2 – *Scheduler Profile*) for the selected mailer by CLICKING the **Customer Registration ID** hyperlink.

## 9.10 Scheduler Report

The Scheduler Report displays detailed appointment information for a specific scheduler and selected facility. The user has the ability to perform the following functions from the *Scheduler Report* page:

- View Scheduler Report
- Access the Appointment Management page

### 9.10.1 View Scheduler Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Report** link, or associated **Go>** button to display the *Scheduler Report Selection* page. The user must select a Scheduler ID, a facility, and a date range on the selection page.



The fields and buttons on the *Scheduler Report Selection* page are described below. A snapshot of the page is displayed after the field description.

<i>*Customer Registration ID</i>	Drop-down box listing the Mailer IDs.
<i>*Select Date Range</i>	Selects the date range for the scheduler report. The start date is restricted to 90 days prior to the current date. The end date may not be greater than 14 days in the future.
<i>*Report View</i>	Drop-down box listing the report view to choose from: By Facility or All Facilities.
<i>Submit button</i>	Triggers the application to show the Facility ID and search fields.
<i>State</i>	Drop-down box listing all state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state.
<i>Search button</i>	Retrieves the facilities located in the selected state/city and populates the <b>Facility</b> drop-down box.
<i>NASS Code</i>	Textbox to input the three to five character NASS Code of the requested facility.
<i>Search</i>	Retrieves the facilities associated with the NASS Code and populates the <b>Facility</b> drop-down.
<i>*Facility</i>	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
<i>*Mail Class checkboxes</i>	Allows the user to select which Mail Class(es) to search for: All, Package Services, Periodicals, or Standard.
<i>Cancel button</i>	Displays the <i>Reports Landing</i> page.
<i>Create button</i>	Retrieves the appointments for the entered criteria and displays the <i>Scheduler Report</i> .

The *Scheduler Report Selection* page is displayed below.

**UNITED STATES POSTAL SERVICE®** [Home](#) | [Sign Out](#)

**Facility Access and Shipment Tracking (FAST)**

### Facility Access and Shipment Tracking (FAST)

#### Scheduler Report

**Choose Search Criteria**  
Please enter in the following information (\* Required Fields):

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS code for the facility. If the NASS code is not known, use option 1.

\* Report View:

\* Scheduler ID:

State:   NASS Code:

City:

\* Facility:

Select Date Range:   To:

\* Mail Class:

- All
- Package Services
- Periodicals
- Standard



From the *Scheduler Report Selection* page, the user may view the scheduler information for the specified facility date range, and mail class(es) by performing the following steps:

1. SELECT a Customer Registration ID from the **Customer Registration ID** drop-down box
2. SELECT 'By Facility' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT a state from the **State** drop-down box
5. CLICK the **View Cities** button
6. SELECT a facility from **Facility** drop-down box
7. ENTER a **Date Range**
8. SELECT the **Mail Class(es)**
9. CLICK the **Create** button



**Note:**

The Start Date may not exceed 90 days prior to the current date.  
 The End Date value may not exceed 14 days in the future.



The fields and buttons on the *Scheduler Report* page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment ID</i>	The ID associated to the appointment. Each appointment ID is a hyperlink to the <i>Appointment Management</i> page, where the user may access more information about the appointment.
<i>Facility</i>	The name of the facility.
<i>Status</i>	The status for a given appointment.
<i>Schedule Date/Time</i>	The scheduled date and time.
<i>Arrival Date/Time</i>	The actual arrival date and time..
<i>Unload End Date/Time</i>	The unload end date and time.
<i>Vehicle ID</i>	The ID of the transporting vehicle.
<i>Appt. Type</i>	The type of appointment.
<i>Shipper Name</i>	The name of the transporting company.
<i>Mail Integrity</i>	The mail integrity for a given appointment.
<i>Mail Class</i>	The mail class(es) of the appointment.
<i>News</i>	Indicates if the content was news.

<i>Perishable</i>	Indicates if the content was perishable.
-------------------	--

The *Scheduler Report* page is displayed on the following page.



## Facility Access and Shipment Tracking (FAST)

### Scheduler Report

[Return to Previous Screen](#)

#### Selected Criteria

**Scheduler Name:** FASTTESTUSER11

**Customer Registration ID:** 4433047

**Scheduler ID:** 99999999980

**Date Range:** 05/31/2011 to 05/31/2011

**Mail Class:** All

**Status Code Legend :** CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U =  
 Unscheduled

**Appointment Type Code Legend :** B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

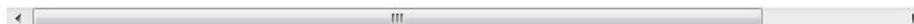
**Mail Integrity Code Legend :** AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do  
 Not Match Form, D = Damaged Mail, DR = Driver Refused to Assist, IA = Incorrect  
 Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP =  
 Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by  
 Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts  
 Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No  
 Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets  
 Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size

**Mail Class Code Legend :** PS=Package Services, PER=Periodicals, STD=Standard, N/C=No Content

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<a href="#">Appointment ID</a>	<a href="#">Facility</a>	<a href="#">NASS Code</a>	<a href="#">Locale Key</a>	<a href="#">Status</a>	<a href="#">Schedule Date/Time</a>	<a href="#">Arrival Date/Time</a>	<a href="#">Unload End Date/Time</a>	<a href="#">Vehicle Id</a>	<a href="#">Appt. Type</a>	<a href="#">Shipper Name</a>	<a href="#">Mail Integrity</a>	<a href="#">Mail Class</a>
No Records Found												

Export options: [Download into Excel](#) | [View Printable Version](#)





A user may view the *Appointment Management* page (described in module 6.4 – *Managing Existing Appointments*) for the selected appointment by **CLICKING** the **Appointment ID** hyperlink.

## 9.11 Slot Availability Report

The Slot Availability Report displays the total available appointment slots for a given hour and appointment type.



The fields and buttons on the *Slot Availability Report* page are described below.

<i>State</i>	Drop-down box containing state options.
<i>View Cities button</i>	Retrieves cities within the selected state and populates the cities in the <b>City</b> drop-down box. Only cities with postal facilities will be returned.
<i>City</i>	Drop-down box listing all cities with postal facilities within the selected state.
<i>Search button</i>	Retrieves the facilities located in the selected state and city and displays them in the <b>Facility</b> drop down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility
<i>Search button</i>	Retrieves the facility associated with the NASS Code and displays it in the <b>Facility</b> drop-down box.
<i>*Facility</i>	Drop-down box containing the facility associated to the city/state combination or NASS Code.
<i>*Appointment Type</i>	Drop-down box listing the different appointment types: Pallet, Speedline, Bedload, Drop and Pick, All (to indicate all appointment types).
<i>Select Date Range</i>	Selects the date range to search for available slots for the specified appointment type and facility. If multiple appointment types are chosen, the range may be restricted to only one day. If a single appointment type is chosen, up to seven days will be returned. Both date fields default to the current date.
<i>Search button</i>	Retrieves the available appointment slots based on the entered criteria.

The *Slot Availability Report Selection* page is displayed on the following page.



**Facility Access and Shipment Tracking (FAST)**

### Slot Availability Report

This report shows all slot availability regardless of mailer rating tier. If the facility you are searching is active for rating, you may not have the ability to see the same availability when scheduling.

**Choose Search Criteria**  
Please enter the following information (\* Required Fields)  
Please note that if you choose to view slot availability for all appointment types, you may only view availability for a single day at a time.

The start date must be greater than or equal to the current date. The end date may not be greater than 14 days in the future. The Date Range cannot exceed 7 days.

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

State:  [View Cities >](#) NASS Code:  [Search >](#)

City:

\* Facility:

\* Appointment Type:

\* Select Date Range:  To:

[Create](#)



To view a facility's availability for a drop shipment, the user must first search for the facility, which is then populated in the **Facility** drop-down box. Perform the following steps to search for a facility:

*To search for a facility by state and city:*

1. SELECT a **State** from the drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button, populating the facility in the **Facility** drop-down

To search for a facility by NASS Code:

1. ENTER the three to five character NASS Code in the **NASS Code** textbox
2. CLICK the **Search** button, populating the facility in the **Facility** drop-down

Perform the following steps to view the facility's availability for a drop shipment:

1. SELECT the facility in the **Facility** drop-down
2. SELECT the **Appointment Type** from the drop-down
3. ENTER the **Date Range**
4. CLICK the **Search** button

The *Slot Availability Results* page opens. The results pages display the available slots and remaining volume capacity available for the given facility, appointment type, date range and scheduler.

Depending on the search criteria entered, there are two possible results pages:

- All Appointment Types on a Single Date - Displays four tables containing appointment slots organized by appointment type and a table displaying remaining volume available by mail shape
- Specific Appointment Type on a Span of Dates – Displays the available slots table for the specified appointment type and the remaining volume table arranged by dates within the date range


The page descriptions for each result page are detailed below:



**Appointment Slot Availability Results (All Appointment Types on a Single Date) page**

The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

<i>Appointment Slots Available by Type tables</i>	A table for each appointment type displaying the number of available slots per hour.
<i>Hour row</i>	Displays each hour of the day in military time.
<i>Slots row</i>	Displays the number of available slots for each hour.

 [Home](#) | [Sign Out](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

### Facility Access and Shipment Tracking (FAST)

#### Slot Availability Report

[Return to Previous Screen](#)

**Selected Criteria**

**Facility Name:** CINCINNATI BMC  
**NASS Code:** 45Z  
**Appointment Type:** All  
**Selected Date:** 09/28/2007 - 09/28/2007

Appointment Slots (Trips) Available by Type:  
Note: Cells without contents mean that no slots are available.

**Pallet**  
1 result

Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
													55	55	55	55	55	55	55	55	55	55	55

1 result

**Speedline**  
1 result

Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
													55	55	55	55	55	55	55	55	55	55	55

1 result

**Bedload**  
1 result

Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
													55	55	55	55	55	55	55	55	55	55	55



1 result


**Drop and Pick** (Available only at BMC with prior approval from a BMC manager.)  
1 result

Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
													55	55	55	55	55	55	55	55	55	55	55

1 result

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 **Note:**  
The number of slots displayed in this report may not correspond to the Appointment Slot Availability during the appointment process. The appointment process shows the number of slots available to a particular mailer based on their mailer rating at the facility whereas this report shows the total number of slots available.

**This page has been intentionally left blank.**

## 10.0 Resources

The user has several processes they may exercise upon logging into the FAST application. The *Resources* section includes:

**10.1 Reference Documents** – Describes how a user may access the External FAST User Guide, PS Form 8125, Plant-Verified Drop Shipment (PVDS) Verification and Clearance, Publication 804, and Domestic Mail Manual.

**10.2 Drop Ship Product File Download** – Describes how a user may download the different Drop Ship Product Files.

**10.3 Label List Files Download** – Describes how a user may download the different Label List Files or access Postal Explorer to view Label Lists

**10.4 Message Board** – Describes how a user may access the Message Board.

**10.5 What's New Board** – Describes how a user may access the What's New Board.

**10.6 View CIN List** – Describes how a user may access the CIN List.

**10.7 View CIN Group List** – Describes how a user may access the CIN Group List.

**10.8 MTE Returns** – Describes how a user may access MTE Returns.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the **Resources** link or the associated **Go>** button. The **Resource Documents** link takes the user to the *Resources Landing* page (described in module 4.0 – *Landing* pages).

### 10.1 Reference Documents

The *Reference Documents* section describes the following processes:

- 10.1.1 Links to Release Notes
- 10.1.2 Customer Job Aids
- 10.1.3 Customer Web Based Training Course
- 10.1.4 Download Mailer Rating Information
- 10.1.5 Download User Guide
- 10.1.6 Link to Publication 804
- 10.1.7 Link to Domestic Mail Manual
- 10.1.8 Download PS Form 8125 (Plant-Verified Drop Shipment Form)

The user begins the process from the *Resources* page. The user CLICKS either the **Reference Documents** link, or the associated **Go>** button to display the *Reference Documents* page.



**Note:**

To download or access any of the Reference Documents in .PDF format, the user must have Adobe Acrobat Reader. The user may download Adobe Acrobat Reader by CLICKING **Download Adobe Acrobat PDF Reader** on the *Reference Documents* page.

### **10.1.1 Links to Release Notes**

The Reference Documents section includes links to release notes, allowing the user to download release notes for a specific date.

The *Reference Documents* page is displayed on the following page with the Release Notes section highlighted.



- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources
- Reference Documents
- Drop Ship Product File Download
- Label List Files Download
- Release Saver
- What's New Board
- View CN List
- View CN Group List
- MTC Returns
- Origin Entry
- TEM

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

#### Release Notes:

- [Pre-Release Notes\\_11/07/2010](#)
- [Release Notes\\_05/23/2010](#)
- [Release Notes\\_08/15/2010](#)
- [Release Notes\\_04/11/2010](#)
- [Release Notes\\_03/28/2010](#)
- [Post-Release Notes\\_03/28/2010](#)
- [Release Notes\\_02/14/2010](#)
- [Release Notes\\_11/15/2009](#)
- [Release Notes\\_10/18/2009](#)
- [Release Notes\\_09/19/2009](#)

#### Customer Job Aids:

- [Creating Drop Ship Appointments Guide \(PDF\)](#)
- [Creating Origin Entry Appointments Guide \(PDF\)](#)
- [Facility Profile Information \(PDF\)](#)
- [Managing Drop Ship Appointments Guide \(PDF\)](#)
- [Managing Origin Entry Appointments Guide \(PDF\)](#)
- [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
- [Appointment Shell \(PDF\)](#)
- [Formatting and Printing Reports \(PDF\)](#)
- [Joint Scheduling \(PDF\)](#)
- [Mail Direction Report \(PDF\)](#)
- [Postal/One! Customer Registration \(PDF\)](#)
- [Preferred Publications \(PDF\)](#)
- [Resolution and Internet Browser Settings \(PDF\)](#)
- [Web Services Overview \(PDF\)](#)
- [Customer / Supplier Agreements \(PDF\)](#)
- [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
- [Business Customer Gateway - New Users \(PDF\)](#)
- [Business Customer Gateway - Existing Users \(PDF\)](#)

#### Customer Drop Ship Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have Win ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.x web browsers.

#### Customer Origin Entry Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have Win ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.x web browsers.

#### Mailer Rating Information:

- [Mailer Rating Introduction \(PPT\)](#)
- [Mailer Rating Appointment Rating Process \(PPT\)](#)
- [Mailer Rating Reports \(PPT\)](#)
- [Mailer Rating Review \(PPT\)](#)

#### Download User Guide (Version 14):

- [Customer User Guide \(PDF\)](#)
- [Customer User Guide \(HTML\)](#)
- [Customer User Guide \(ZIP\)](#)

#### Drop Ship Delivery Unit Hours File:

- [Drop Ship Delivery Unit Hours File \(XCL\)](#)
- Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

#### Publication 804:

- [Publication 804](#)

#### Domestic Mail Manual:

- [Domestic Mail Manual](#)

#### PS Forms (8125):

- [PS Forms Page](#)
- Note: Clicking this link directs you to the USPS Forms page.
- Please search for the following forms on the page to download:
  - PS Form #125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
  - PS Form #125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

#### Customer / Supplier Agreements:

- [Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.

[Download Adobe Acrobat PDF Reader](#)

### 10.1.2 Customer Job Aids

The Customer Job Aids are files that help the user understand and take advantage of certain features of the FAST application. There are nineteen (19) files available for download: *Customer Supplier Agreements – eDoc Association*, *Creating Drop Ship Appointments Guide*, *Creating Origin Entry Appointments Guide*, *Facility Profile*, *Managing Drop Ship Appointments Guide*, *Managing Origin Entry Appointments Guide*, *FAST Appointment Container Association Quick Reference Guide*, *Appointment Shell*, *Formatting and Printing Reports*, *Joint Scheduling*, *Mail Direction Report*, *PostalOne! Customer Registration*, *Preferred Publications*, *Resolution and Internet Browser Settings*, *Web Services Overview*, *Customer / Supplier Agreements*, *Business Customer Gateway Instruction – Dock Handout*, *Business Customer Gateway – New Users* and *Business Customer Gateway – Existing Users*.



The fields and buttons on the *Reference Documents (Customer Job Aids)* section page are described below. A snapshot of the page is displayed after the field description.

<i>Customer Supplier Agreements – eDoc Association</i>	Begins the downloading process of the Customer Supplier Agreements – eDoc Association document in PDF format
<i>Creating Drop Ship Appointments Guide</i>	Begins the downloading process of the Creating Drop Ship Appointments Guide document in PDF format
<i>Creating Origin Entry Appointments Guide</i>	Begins the downloading process of the Creating Origin Entry Appointments Guide document in PDF format
<i>Facility Profile</i>	Begins the downloading process of the Facility Profile document in PDF format
<i>Managing Drop Ship Appointments Guide</i>	Begins the downloading process of the Managing Drop Ship Appointments Guide document in PDF format
<i>Managing Origin Entry Appointments Guide</i>	Begins the downloading process of the Managing Origin Entry Appointments Guide document in PDF format
<i>FAST Appointment Container Association Quick Reference</i>	Begins the downloading process of the FAST Appointment Container Association Quick Reference document in PDF format
<i>Appointment Shell</i>	Begins the downloading process of the Appointment Shell document in PDF format
<i>Formatting and Printing Reports</i>	Begins the downloading process of the Formatting and Printing Reports document in PDF format.
<i>Joint Scheduling</i>	Begins the downloading process of the Joint Scheduling document in PDF format.
<i>Mail Direction Report</i>	Begins the downloading process of the Mail Direction Report document in PDF format.
<i>PostalOne! Customer Registration</i>	Begins the downloading process of the <i>PostalOne!</i> Customer Registration document in PDF format.
<i>Preferred Publications</i>	Begins the downloading process of the Preferred Publications document in PDF format.



<i>Resolution and Internet Browser Settings</i>	Begins the downloading process of the Resolution and Internet Browser Settings document in PDF format.
<i>Web Services Overview</i>	Begins the downloading process of the Web Services Overview document in PDF format.
<i>Customer / Supplier Agreements</i>	Begins the downloading process of the Customer / Supplier Agreements document in PDF format.
<i>Business Customer Gateway Introduction – Dock Handout</i>	Begins the downloading process of the Business Customer Gateway Introduction – Dock Handout document in PDF format.
<i>Business Customer Gateway- New Users</i>	Begins the downloading process of the Business Customer Gateway – New Users document in PDF format.
<i>Business Customer Gateway – Existing Users</i>	Begins the downloading process of the Business Customer Gateway – Existing Users document in PDF format.



Click the **Customer Supplier Agreements – eDoc Association** hyperlink to be redirected to the page containing the Customer Supplier Agreements – eDoc Association PDF document.

Click the **Creating Drop Ship Appointments Guide** hyperlink to be redirected to the page containing the Creating Drop Ship Appointments Guide PDF document.

Click the **Creating Origin Entry Appointments Guide** hyperlink to be redirected to the page containing the Creating Origin Entry Appointments Guide PDF document.

Click the **Managing Drop Ship Appointments Guide** hyperlink to be redirected to the page containing the Managing Drop Ship Appointments Guide PDF document.

Click the **Managing Origin Entry Appointments Guide** hyperlink to be redirected to the page containing the Managing Origin Entry Appointments Guide PDF document.

Click the **Facility Profile Information** hyperlink to be redirected to the page containing the Facility Profile PDF document.

Click the **FAST Appointment Container Association Quick Reference Guide** hyperlink to be redirected to the page containing the FAST Appointment Container Association Quick Reference Guide PDF document.

Click the **Appointment Shell** hyperlink to be redirected to the page containing the Appointment Shell PDF document.

Click the **Formatting and Printing Reports** hyperlink to be redirected to the page containing the Formatting and Printing Reports PDF document.

Click the **Joint Scheduling** hyperlink to be redirected to the page containing the Joint Scheduling document.

Click the **Mail Direction Report** hyperlink to be redirected to the page containing the Mail Direction Report document.

Click the **PostalOne! Customer Registration** hyperlink to be redirected to the page

containing the PostalOne! Customer Registration PDF document.

Click the **Preferred Publications** hyperlink to be redirected to the page containing the Preferred Publications PDF document.

Click the **Resolution and Internet Browser Settings** hyperlink to be redirected to the page containing the Resolution and Internet Browser Settings PDF document.

Click the **Web Services Overview** hyperlink to be redirected to the page containing the Web Services Overview PDF document.

Click the **Customer / Supplier Agreements** hyperlink to be redirected to the page containing the Customer / Supplier Agreements PDF document.

Click the **Business Customer Gateway Introduction – Dock Handout** hyperlink to be redirected to the page containing the Business Customer Gateway Introduction – Dock Handout PDF document.

Click the **Business Customer Gateway – New Users** hyperlink to be redirected to the page containing the Business Customer Gateway – New Users PDF document.

Click the **Business Customer Gateway – Existing Users** hyperlink to be redirected to the page containing the Business Customer Gateway – Existing Users PDF document.

The *Reference Documents* page is displayed on the following page with the Customer Job Aids section highlighted.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

#### Release Notes:

- [Pre-Release Notes 11/07/2010](#)
- [Release Notes 05/23/2010](#)
- [Release Notes 08/19/2010](#)
- [Release Notes 04/11/2010](#)
- [Release Notes 03/22/2010](#)
- [Post-Release Notes 03/28/2010](#)
- [Release Notes 03/14/2010](#)
- [Release Notes 11/15/2009](#)
- [Release Notes 10/19/2009](#)
- [Release Notes 08/19/2009](#)

#### Customer Job Aids:

- [Creating Drop Ship Appointments Guide \(PDF\)](#)
- [Creating Origin Entry Appointments Guide \(PDF\)](#)
- [Facility Profile Information \(PDF\)](#)
- [Managing Drop Ship Appointments Guide \(PDF\)](#)
- [Managing Origin Entry Appointments Guide \(PDF\)](#)
- [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
- [Appointment Shell \(PDF\)](#)
- [Formatting and Printing Reports \(PDF\)](#)
- [Joint Scheduling \(PDF\)](#)
- [Mail Direction Report \(PDF\)](#)
- [Postal/One! Customer Registration \(PDF\)](#)
- [Preferred Publications \(PDF\)](#)
- [Resolution and Internet Browser Settings \(PDF\)](#)
- [Web Services Overview \(PDF\)](#)
- [Customer / Supplier Agreements \(PDF\)](#)
- [Business Customer Gateway - Dock Handout \(PDF\)](#)
- [Business Customer Gateway - New Users \(PDF\)](#)
- [Business Customer Gateway - Existing Users \(PDF\)](#)

#### Customer Drop Ship Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.

#### Customer Origin Entry Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.

#### Mailier Rating Information:

- [Mailier Rating Introduction \(PPT\)](#)
- [Mailier Rating Appointment Rating Process \(PPT\)](#)
- [Mailier Rating Reports \(PPT\)](#)
- [Mailier Rating Review \(PPT\)](#)

#### Download User Guide (Version 14):

- [Customer User Guide \(PDF\)](#)
- [Customer User Guide \(HTML\)](#)
- [Customer User Guide \(ZIP\)](#)

#### Drop Ship Delivery Unit Hours File:

- [Drop Ship Delivery Unit Hours File \(EXCEL\)](#)
- Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

#### Publication 804:

- [Publication 804](#)

#### Domestic Mail Manual:

- [Domestic Mail Manual](#)

#### PS Forms (8125):

- [PS Forms Page](#)
- Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2009)  
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (11/2008)

#### Customer / Supplier Agreements:

- [Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.

[Download Adobe Acrobat PDF Reader](#)



### 10.1.3 Customer Web Based Training Course

The Customer Web Based Training Course is a tutorial designed to get users familiar and comfortable with using the FAST online application. This course can be downloaded and run on any computer with a compatible browser.



The fields and buttons on the *Reference Documents (Customer Web Based Training Course section)* page are described below. A snapshot of the page is displayed after the field description.

<i>Customer Web Based Training Course</i>	Begins the downloading process of the Customer Web Based Training Course document in ZIP format.
---	--



Click the **Customer Web Based Training Course** hyperlink to begin the download of the Customer Web Based Training Course ZIP file.



**Note:**  
To be able to open the Customer Web Based Training materials the user must have some form of zipping utility such as WinZip.



**Note:**  
The file download may take several minutes to complete. The file size is about 26MB.

The *Reference Documents* page is displayed on the following page with the Customer Web Based Training section highlighted.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- ▶ **Release Notes:**
  - [Pre-Release Notes 11/07/2010](#)
  - [Release Notes 05/23/2010](#)
  - [Release Notes 08/19/2010](#)
  - [Release Notes 04/11/2010](#)
  - [Release Notes 03/22/2010](#)
  - [Post-Release Notes 03/28/2010](#)
  - [Release Notes 03/14/2010](#)
  - [Release Notes 11/15/2009](#)
  - [Release Notes 10/19/2009](#)
  - [Release Notes 08/19/2009](#)

- ▶ **Customer Job Aids:**
  - [Creating Drop Ship Appointments Guide \(PDF\)](#)
  - [Creating Origin Entry Appointments Guide \(PDF\)](#)
  - [Facility Profile Information \(PDF\)](#)
  - [Managing Drop Ship Appointments Guide \(PDF\)](#)
  - [Managing Origin Entry Appointments Guide \(PDF\)](#)
  - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
  - [Appointment Sheet \(PDF\)](#)
  - [Formatting and Printing Reports \(PDF\)](#)
  - [Joint Scheduling \(PDF\)](#)
  - [Mail Direction Report \(PDF\)](#)
  - [Postal/One! Customer Registration \(PDF\)](#)
  - [Preferred Publications \(PDF\)](#)
  - [Resolution and Internet Browser Settings \(PDF\)](#)
  - [Web Services Overview \(PDF\)](#)
  - [Customer / Supplier Agreements \(PDF\)](#)
  - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
  - [Business Customer Gateway - New Users \(PDF\)](#)
  - [Business Customer Gateway - Existing Users \(PDF\)](#)

- ▶ **Customer Drop Ship Web Based Training Course:**
  - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.

- ▶ **Customer Origin Entry Web Based Training Course:**
  - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.

- ▶ **Mailer Rating Information:**
  - [Mailer Rating Introduction \(PPT\)](#)
  - [Mailer Rating Appointment Rating Process \(PPT\)](#)
  - [Mailer Rating Reports \(PPT\)](#)
  - [Mailer Rating Review \(PPT\)](#)

- ▶ **Download User Guide (Version 14):**
  - [Customer User Guide \(PDF\)](#)
  - [Customer User Guide \(HTML\)](#)
  - [Customer User Guide \(ZIP\)](#)

- ▶ **Drop Ship Delivery Unit Hours File:**
  - [Drop Ship Delivery Unit Hours File \(EXCEL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

- ▶ **Publication 804:**
  - [Publication 804](#)

- ▶ **Domestic Mail Manual:**
  - [Domestic Mail Manual](#)

- ▶ **PS Forms (8125):**
  - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2009)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (11/2008)

- ▶ **Customer / Supplier Agreements:**
  - [Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.  
[Download Adobe Acrobat PDF Reader](#)

- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources
- ▶ Reference Documents
- Drop Ship Product File Download
- Label List File Download
- Resource Base
- What's New Board
- View CN List
- View CN Group List
- MTE Returns
- Origin Entry
- TEM



### 10.1.4 Download Mailer Rating Information

The Download Mailer Rating Information section allows the user to access mailer rating teleconference presentations for facilities or mailers in Microsoft PowerPoint (PPT) format. Links to presentations are updated with the most recent material.

- Mailer Rating Introduction (PPT)
- Mailer Rating Appointment Rating Process (PPT)
- Mailer Rating Reports (PPT)
- Mailer Rating Review (PPT)

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents* (Mailer Rating Information section) page are described below. A snapshot of the page is displayed after the field description.

Mailer Rating Introduction (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Introduction.
Mailer Rating Appointment Rating Process (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Appointment Rating Process.
Mailer Rating Reports (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Reports (PPT).
Mailer Rating Review (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Review.

The *Reference Documents* page is displayed on the following page with the Mailer Rating Information section highlighted.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- ▶ **Release Notes:**
    - [Pre-Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 08/19/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/22/2010](#)
    - [Post-Release Notes 03/28/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 11/15/2009](#)
    - [Release Notes 10/19/2009](#)
    - [Release Notes 08/19/2009](#)
  - ▶ **Customer Job Aids:**
    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Sheet \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Direction Report \(PDF\)](#)
    - [Postal/One! Customer Registration \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - ▶ **Customer Drop Ship Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.
  - ▶ **Customer Origin Entry Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.
  - ▶ **Mailier Rating Information:**
    - [Mailier Rating Introduction \(PPT\)](#)
    - [Mailier Rating Appointment Rating Process \(PPT\)](#)
    - [Mailier Rating Reports \(PPT\)](#)
    - [Mailier Rating Review \(PPT\)](#)
  - ▶ **Download User Guide (Version 14):**
    - [Customer User Guide \(PDF\)](#)
    - [Customer User Guide \(HTML\)](#)
    - [Customer User Guide \(ZIP\)](#)
  - ▶ **Drop Ship Delivery Unit Hours File:**
    - [Drop Ship Delivery Unit Hours File \(EXCEL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - ▶ **Publication 804:**
    - [Publication 804](#)
  - ▶ **Domestic Mail Manual:**
    - [Domestic Mail Manual](#)
  - ▶ **PS Forms (8125):**
    - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2009)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (11/2008)
  - ▶ **Customer / Supplier Agreements:**
    - [Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.  
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- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources
- ▶ Reference Documents
- Drop Ship Product File Download
- Label List File Download
- Resource Base
- What's New Board
- View CN List
- View CN Group List
- MTE Returns
- Origin Entry
- TEM





CLICK the **Mailer Rating Introduction** hyperlink to open the Mailer Rating Introduction in .PPT format.

CLICK the **Mailer Rating Appointment Rating Process** hyperlink to open the Mailer Rating Appointment Rating Process in .PPT format.

CLICK the **Mailer Rating Reports** hyperlink to open the Mailer Rating Reports in .PPT format.

CLICK the **Mailer Rating Review** hyperlink to open the Mailer Rating Review in .PPT format.

### 10.1.5 Download User Guide

The *FAST User Guide* is a document that explains the different features that FAST provides to the user. It contains detailed instructions for the user to perform key functions in the FAST system. The user may only download an external version of the User Guide. The download for the External User Guide is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login).

The *FAST User Guide* section describes the following processes:

- Downloading User Guide in .PDF format
- Downloading User Guide in .HTML format
- Downloading User Guide as a .ZIP file

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

Formatted: Indent: Left: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tabs: 0.25", List tab + Not at 0.5"



The fields and buttons on the *Reference Documents (FAST User Guide section)* page are described below. A snapshot of the page is displayed after the field description.

<i>Customer User Guide (PDF)</i> hyperlink	Begins the downloading process of the FAST User Guide in .PDF format.
<i>Customer User Guide (HTML)</i> hyperlink	Begins the downloading process of the FAST User Guide in .HTML format.
<i>Customer User Guide (ZIP)</i> hyperlink	Begins the downloading process of the FAST User Guide as a .ZIP file.

The *Reference Documents* page is displayed on the following page with the *FAST User Guide* section highlighted.





- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources
- Reference Documents
- Drop Ship Product File Download
- Label List Files Download
- Message Board
- What's New Board
- View #1146
- View CN Group List
- MTE Returns
- Origin Entry
- TEM

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- **Release Notes:**

    - [Pre-Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 08/15/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/28/2010](#)
    - [Post-Release Notes 03/28/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 11/15/2009](#)
    - [Release Notes 10/19/2009](#)
    - [Release Notes 08/16/2009](#)
  - **Customer Job Aids:**

    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Shell \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Direction Report \(PDF\)](#)
    - [Postal/Post Customer Registration \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - **Customer Drop Ship Web Based Training Course:**

[Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - **Customer Origin Entry Web Based Training Course:**

[Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
  - **Mailier Rating Information:**

    - [Mailier Rating Introduction \(PPT\)](#)
    - [Mailier Rating Appointment Rating Process \(PPT\)](#)
    - [Mailier Rating Reports \(PPT\)](#)
    - [Mailier Rating Review \(PPT\)](#)
  - **Download User Guide (Version 14):**

    - [Customer User Guide \(PDF\)](#)
    - [Customer User Guide \(HTML\)](#)
    - [Customer User Guide \(ZIP\)](#)
  - **Drop Ship Delivery Unit Hours File:**

[Drop Ship Delivery Unit Hours File \(EXCL\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - **Publication 804:**

[Publication 804](#)
  - **Domestic Mail Manual:**

[Domestic Mail Manual](#)
  - **PS Forms (8125):**

[PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
 PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)  
 PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
  - **Customer / Supplier Agreements:**

[Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.  
[Download Adobe Acrobat PDF Reader](#)



CLICK the **Customer User Guide** hyperlink, associated to the User Guide in *.PDF format*, to be redirected to a page with the User Guide in *.PDF format*.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide in *.HTML format*, to be redirected to a page with the User Guide in *.HTML format*.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide as a *.ZIP file*, to begin the downloading process. A new window will appear prompting the user to either open the WinZip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.



**Note:**

To extract and open any of the WinZip files, the user must have the WinZip application.

**10.1.6 Link to Publication 804**

Drop Shipment Procedures for Destination Entry (*Publication 804*) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM). They establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The *Publication 804* section describes the following processes:

- Linking to Publication 804 in *.PDF format*
- Linking to Publication 804 in text format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents (Publication 804)* section page are described below. A snapshot of the page is displayed after the field description.

**Formatted:** Indent: Left: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5", Tabs: 0.25", List tab + Not at 0.5"

<i>Publication 804</i> hyperlink	Redirects the user to the USPS Publications Page.
----------------------------------	---

The *Reference Documents* page is displayed on the following page with the Publication 804 section highlighted.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

#### Release Notes:

- [Pre-Release Notes 11/07/2010](#)
- [Release Notes 05/23/2010](#)
- [Release Notes 08/19/2010](#)
- [Release Notes 04/11/2010](#)
- [Release Notes 03/22/2010](#)
- [Post-Release Notes 03/28/2010](#)
- [Release Notes 03/14/2010](#)
- [Release Notes 11/15/2009](#)
- [Release Notes 10/19/2009](#)
- [Release Notes 08/19/2009](#)

#### Customer Job Aids:

- [Creating Drop Ship Appointments Guide \(PDF\)](#)
- [Creating Origin Entry Appointments Guide \(PDF\)](#)
- [Facility Profile Information \(PDF\)](#)
- [Managing Drop Ship Appointments Guide \(PDF\)](#)
- [Managing Origin Entry Appointments Guide \(PDF\)](#)
- [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
- [Appointment Sheet \(PDF\)](#)
- [Formatting and Printing Reports \(PDF\)](#)
- [Joint Scheduling \(PDF\)](#)
- [Mail Direction Report \(PDF\)](#)
- [Postal/One! Customer Registration \(PDF\)](#)
- [Preferred Publications \(PDF\)](#)
- [Resolution and Internet Browser Settings \(PDF\)](#)
- [Web Services Overview \(PDF\)](#)
- [Customer / Supplier Agreements \(PDF\)](#)
- [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
- [Business Customer Gateway - New Users \(PDF\)](#)
- [Business Customer Gateway - Existing Users \(PDF\)](#)

#### Customer Drop Ship Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.

#### Customer Origin Entry Web Based Training Course:

- [Customer Web Based Training Course \(ZIP\)](#)
- To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
- Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.

#### Mailer Rating Information:

- [Mailer Rating Introduction \(PPT\)](#)
- [Mailer Rating Appointment Rating Process \(PPT\)](#)
- [Mailer Rating Reports \(PPT\)](#)
- [Mailer Rating Review \(PPT\)](#)

#### Download User Guide (Version 14):

- [Customer User Guide \(PDF\)](#)
- [Customer User Guide \(HTML\)](#)
- [Customer User Guide \(ZIP\)](#)

#### Drop Ship Delivery Unit Hours File:

- [Drop Ship Delivery Unit Hours File \(EXCEL\)](#)
- Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

#### Publication 804:

- [Publication 804](#)

#### Domestic Mail Manual:

- [Domestic Mail Manual](#)

#### PS Forms (8125):

- [PS Forms Page](#)
- Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2009)  
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (11/2008)

#### Customer / Supplier Agreements:

- [Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.

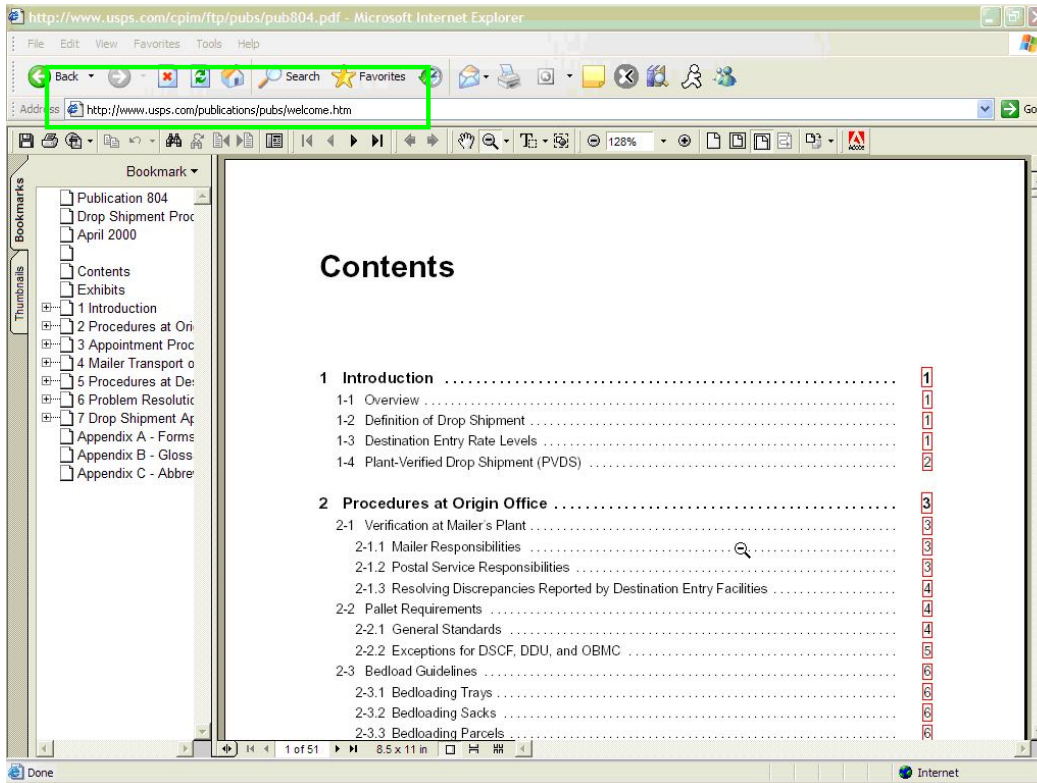
[Download Adobe Acrobat PDF Reader](#)





CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **TEXT** to download .TEXT format.

The *Publication 804* in text format is displayed below with the shortcut highlighted.



CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **PDF** to download .PDF format.

### 10.1.7 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The user may access the DMM in .PDF format on the Postal Explorer website. Postal Explorer holds the most recent Domestic Mail Manual.

The *Domestic Mail Manual* section describes how the user may view the manual in .PDF format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents (Domestic Mail Manual)* page are described below. A snapshot of the page is displayed after the field description.

<i>Domestic Mail Manual</i> hyperlink	Redirects the user to the USPS Domestic Mail Manual Page.
---------------------------------------	---

The *Reference Documents* page is displayed on the following page with the Domestic Mail Manual section highlighted.



**Facility Access and Shipment Tracking (FAST)**

**Reference Documents**

- ▶ **Release Notes:**
    - [Pre-Release Notes 11/07/2010](#)
    - [Release Notes 05/23/2010](#)
    - [Release Notes 08/19/2010](#)
    - [Release Notes 04/11/2010](#)
    - [Release Notes 03/22/2010](#)
    - [Post-Release Notes 03/28/2010](#)
    - [Release Notes 03/14/2010](#)
    - [Release Notes 11/15/2009](#)
    - [Release Notes 10/19/2009](#)
    - [Release Notes 08/19/2009](#)
  - ▶ **Customer Job Aids:**
    - [Creating Drop Ship Appointments Guide \(PDF\)](#)
    - [Creating Origin Entry Appointments Guide \(PDF\)](#)
    - [Facility Profile Information \(PDF\)](#)
    - [Managing Drop Ship Appointments Guide \(PDF\)](#)
    - [Managing Origin Entry Appointments Guide \(PDF\)](#)
    - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
    - [Appointment Sheet \(PDF\)](#)
    - [Formatting and Printing Reports \(PDF\)](#)
    - [Joint Scheduling \(PDF\)](#)
    - [Mail Direction Report \(PDF\)](#)
    - [Postal/One! Customer Registration \(PDF\)](#)
    - [Preferred Publications \(PDF\)](#)
    - [Resolution and Internet Browser Settings \(PDF\)](#)
    - [Web Services Overview \(PDF\)](#)
    - [Customer / Supplier Agreements \(PDF\)](#)
    - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
    - [Business Customer Gateway - New Users \(PDF\)](#)
    - [Business Customer Gateway - Existing Users \(PDF\)](#)
  - ▶ **Customer Drop Ship Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.
  - ▶ **Customer Origin Entry Web Based Training Course:**
    - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.
  - ▶ **Mailier Rating Information:**
    - [Mailier Rating Introduction \(PPT\)](#)
    - [Mailier Rating Appointment Rating Process \(PPT\)](#)
    - [Mailier Rating Reports \(PPT\)](#)
    - [Mailier Rating Review \(PPT\)](#)
  - ▶ **Download User Guide (Version 14):**
    - [Customer User Guide \(PDF\)](#)
    - [Customer User Guide \(HTML\)](#)
    - [Customer User Guide \(ZIP\)](#)
  - ▶ **Drop Ship Delivery Unit Hours File:**
    - [Drop Ship Delivery Unit Hours File \(EXCEL\)](#)

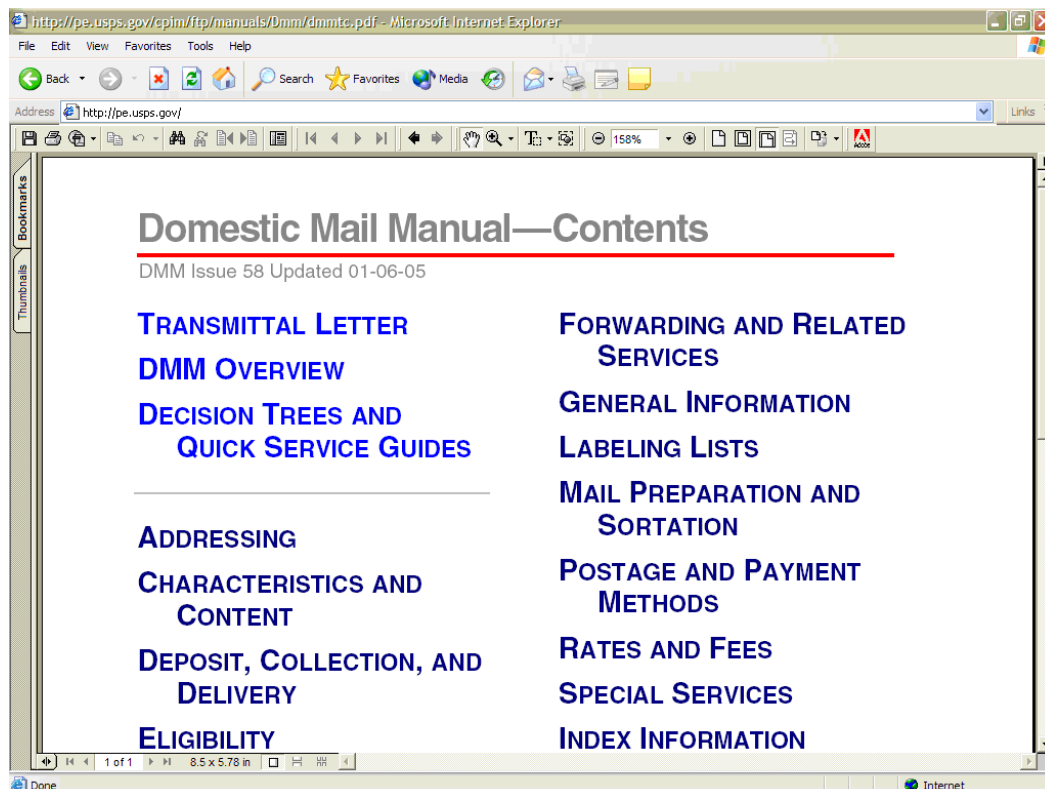
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
  - ▶ **Publication 804:**
    - [Publication 804](#)
  - ▶ **Domestic Mail Manual:**
    - [Domestic Mail Manual](#)
  - ▶ **PS Forms (8125):**
    - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2009)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (11/2008)
  - ▶ **Customer / Supplier Agreements:**
    - [Guide to Customer / Supplier Agreements](#)
- To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.  
[Download Adobe Acrobat PDF Reader](#)



CLICK the **Domestic Mail Manual** hyperlink, to be redirected to the USPS Domestic Mail Manual page. CLICK **Download DMM** to download the Domestic Mail Manual in .PDF format.

The *Domestic Mail Manual* in .PDF format is displayed below.



### 10.1.8 Download PS Form 8125 (Plant-Verified Drop Shipment Form)

The PS Form 8125 contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The PS Form 8125 is divided into three main sections:

- **Mailer Information section** – Contains the scheduled appointment information
- **Origin Post Office section** – Contains more detailed appointment information that is verified by the originating Post Office
- **Destination Entry Post Office or Delivery Unit section** – Contains the actual arrival site, time and any discrepancies or irregularities of the appointment

The *PS Form 8125* section describes how the user may download the form in .PDF format.

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents (PS Form 8125 section)* page are described below. A snapshot of the page is displayed after the field description.

<i>PS Forms Page</i> hyperlink	Redirects user to the USPS Forms Page.
-----------------------------------	--

The *Reference Documents* page is displayed on the following page with the PS Form 8125 section highlighted.





Home | Sign Out

Facility Access and Shipment Tracking (FAST)

## Facility Access and Shipment Tracking (FAST)

### Reference Documents

- ▶ **Release Notes:**
  - [Pre-Release Notes 11/07/2010](#)
  - [Release Notes 05/23/2010](#)
  - [Release Notes 08/19/2010](#)
  - [Release Notes 04/11/2010](#)
  - [Release Notes 03/22/2010](#)
  - [Post-Release Notes 03/28/2010](#)
  - [Release Notes 03/14/2010](#)
  - [Release Notes 11/15/2009](#)
  - [Release Notes 10/19/2009](#)
  - [Release Notes 08/19/2009](#)
- ▶ **Customer Job Aids:**
  - [Creating Drop Ship Appointments Guide \(PDF\)](#)
  - [Creating Origin Entry Appointments Guide \(PDF\)](#)
  - [Facility Profile Information \(PDF\)](#)
  - [Managing Drop Ship Appointments Guide \(PDF\)](#)
  - [Managing Origin Entry Appointments Guide \(PDF\)](#)
  - [FAST Appointment Container Association Quick Reference Guide \(PDF\)](#)
  - [Appointment Sheet \(PDF\)](#)
  - [Formatting and Printing Reports \(PDF\)](#)
  - [Joint Scheduling \(PDF\)](#)
  - [Mail Direction Report \(PDF\)](#)
  - [Postal/One! Customer Registration \(PDF\)](#)
  - [Preferred Publications \(PDF\)](#)
  - [Resolution and Internet Browser Settings \(PDF\)](#)
  - [Web Services Overview \(PDF\)](#)
  - [Customer / Supplier Agreements \(PDF\)](#)
  - [Business Customer Gateway Introduction - Dock Handout \(PDF\)](#)
  - [Business Customer Gateway - New Users \(PDF\)](#)
  - [Business Customer Gateway - Existing Users \(PDF\)](#)
- ▶ **Customer Drop Ship Web Based Training Course:**
  - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.
- ▶ **Customer Origin Entry Web Based Training Course:**
  - [Customer Web Based Training Course \(ZIP\)](#)

To open the Customer Web Based Training file you must have WinZip. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.

Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.0 or 7.X web browsers.
- ▶ **Mailer Rating Information:**
  - [Mailer Rating Introduction \(PPT\)](#)
  - [Mailer Rating Appointment Rating Process \(PPT\)](#)
  - [Mailer Rating Reports \(PPT\)](#)
  - [Mailer Rating Review \(PPT\)](#)
- ▶ **Download User Guide (Version 14):**
  - [Customer User Guide \(PDF\)](#)
  - [Customer User Guide \(HTML\)](#)
  - [Customer User Guide \(ZIP\)](#)
- ▶ **Drop Ship Delivery Unit Hours File:**
  - [Drop Ship Delivery Unit Hours File \(XLS\)](#)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
- ▶ **Publication 804:**
  - [Publication 804](#)
- ▶ **Domestic Mail Manual:**
  - [Domestic Mail Manual](#)
- ▶ **PS Forms (8125):**
  - [PS Forms Page](#)

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:  
**PS Form 8125 (PDF)** - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2009)  
**PS Form 8125-C (PDF)** - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (11/2008)
- ▶ **Customer / Supplier Agreements:**
  - [Guide to Customer / Supplier Agreements](#)

To view the user guide as a PDF file you must have Adobe Acrobat Reader. Click below to download it now.  
[Download Adobe Acrobat PDF Reader](#)





CLICK the **PS Forms Page** hyperlink, to be redirected to the USPS Forms page. The user will search for the PS Form 8125 to download in .PDF format.

The *PS Form 8125* in .PDF format is displayed on the following page.

United States Postal Service®  
**Plant-Verified Drop Shipment (PVDS)**  
**Verification and Clearance** This form available at www.usps.com

1. Requested In-Home Delivery Date (3-day window) 2. Drop Ship Appointment Number

3. Mailer Name 4. FAST Scheduler ID 5. Mailer Contact Name 6. Mailer Contact Telephone (include area code)

7. Origin Plant Location (City, state, ZIP+4®) 8. Check One  
 Identical-Weight Pieces. Weight of a Single Piece \_\_\_\_\_ lbs.  
 Nonidentical-Weight Pieces

9. Class of Mail  
 Periodicals  Std. Mail  
 Package Services  
 International (Specify class)

10. Product or Publication Title or Names 11. Total Gross Weight of Shipment (Verified at origin office)

12. Type of Mail Processing Category (Check all that apply)  
 Letters  Automation Compatible  Irregular Parcels  
 Flats  Machinable Parcels  Nonmachinable Parcels

<b>Mailer Information</b> Personal Pallet Present Y/N	13. Pallets	a. No. Pallets of Trays	b. No. Pallets of Sacks	c. No. Pallets of Parcels	d. No. Pallets of Bundles	13a. Non-Palletized Containers
	i. 5-Digit					i. No. of Bundles
	ii. 5-D Scheme					ii. No. of Trays
	iii. 5-D CR					iii. No. of Sacks
	iv. 5-D Scheme CR					iv. No. of Parcels
v. 3-D					v. No. of Other (Describe)	

The full *PS Form 8125* is displayed below.

United States Postal Service® Plant-Verified Drop Shipment (PVDS) Verification and Clearance		Registered In-Home Delivery Date (3-day window)		Drop Ship Appointment Number	
See instructions on Reverse					
1. Mailing Name		4. FAST Schedule ID		8. Mailing Contact Name	
7. Origin Plant Location (City, state, ZIP+4®)				9. Mailing Contact Telephone (include area code)	
9. Class of Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Std. Mail <input type="checkbox"/> Package Services <input type="checkbox"/> International (Specify class)		10. Product or Publication Title or Name		11. Total Gross Weight of Shipment (verified at origin office)	
13. Pallets		14. No. Pallets of Trays		15. No. Pallets of Bundles	
16. 5-Digit		17. 5-D Scheme		18. 5-D CR	
19. 5-D		20. All Other		21. No. of Bundles	
22. No. of Trays		23. No. of Sacks		24. No. of Parcels	
25. No. of Other (Describe)		26. Entry Discounts Claimed <input type="checkbox"/> DDU <input type="checkbox"/> DBMC <input type="checkbox"/> Mailing Includes Pieces For Delivery Outside Service Area of Entry Office (Check all that apply) <input type="checkbox"/> DSCF <input type="checkbox"/> International Service Center (ISC) <input type="checkbox"/> DADC <input type="checkbox"/> Other (Informational)		27. Comments – Record SCRAD, BMO, ASFP (designations) and ZIP Codes from the DIMM label list for mailing presented on each register.	
28. Contact of Company Making Drop Ship Appointment (if other than mailer and if known when completing this form)		29. Telephone			
30. Origin Post Office™ (City, state, and ZIP+4)		31. Name of USPS® Employee Verifying Mail		32. Employee's Telephone Number (include area code)	
33. Verified at: <input type="checkbox"/> DDU (Mail/parcel) <input type="checkbox"/> SMCU or Post Office		34. Signature of Verifying Employee		35. Round Stamp (Required)	
36. Permit Number		37. Postage Payment Method (except for Periodicals) <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter		38. USPS Contact Name (if other than verifying employee)	
39. Total Pieces		40. Total Weight of Mailing		41. Vehicle PVD Seal Number	
42. Vehicle PVD Seal Number		43. Vehicle ID Number		44. Comments	
45. Entry Office (Facility name, address, city, state and ZIP+4® codes as found on the Drop Ship Product)		46. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Broken Pallets <input type="checkbox"/> Mislings are not Separated by Form 8125 <input type="checkbox"/> Container Counts do not Match Form 8125 <input type="checkbox"/> Damaged Mail <input type="checkbox"/> Improper Mail Makeup <input type="checkbox"/> Load Unstable <input type="checkbox"/> Incorrect Appointment Type		47. Scan the barcode upon receipt	
48. USPS Receiving Employee Signature		49. USPS Receiving Employee Name		50. Date/Time of Arrival	
51. Date/Time of Departure		52. Comments (NOTE: Enter section if discrepancies are present in parcel and pallet counts)			

PS Form 8125, July 2007 (NSN 7530-03-000-7255) (Page 1 of 2)

Destination Office—1 Mailing—2 Origin Post Office—3  
(Mailer: Complete original and submit 2 copies.)

## 10.2 Drop Ship Product File Download

The *Drop Ship Product* page allows a user to download various drop ship product files. There are 10 different files that include:

- **Address File** – The Drop Ship Address portion of the product contains USPS facility address and telephone information.
- **Supplemental Site File** – The Drop Ship Supplemental Site portion of the product contains docking information, processing hours, and directions to the drop ship facilities.
- **Parcel File** – The Drop Ship Parcel portion of the product contains ZIP Codes and processing hours.
- **Mail Direction File** – The Drop Ship Mail Direction File lists the DDU, SCF, ADC and NDC discount default drop entry points and redirections by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code and Effective Dates.

**Mail Direction File v2** – The Drop Ship Mail Direction File v2 lists the DDU, SCF, ADC and NDC discount drop entry points (no default or redirection records) by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code, Effective Dates and applicable Truck Sizes (if specific). All non-DDU drop entry points will be linked to a corresponding Label in L601, L602, L004 or L005 Label Lists.

**Mail Direction File v3** – [The Drop Ship Mail Direction File v3 lists the DDU, SCF, ADC and NDC discount default drop entry points and redirections by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code and Effective Dates. This version also lists each facility's SV scanning capability.](#)

- **CIN List File** – The Drop Ship CIN List File lists CIN Codes with their Mail Class, Mail Shape and Sort Type.
- **Drop Ship Delivery Unit Hours File** - The Drop Ship Delivery Unit Hours File lists the Delivery Unit hours per Facility by Locale Key.
- **Layout File** – The Layout File displays detailed information for each file located in the Drop Ship Product File Download page.
- **BMEU File** –The BMEU File will display BMEU hours for all days of the week as well as the Drop Site Key for all facilities identified as a BMEU from FDB. Additional details for the BMEU can be found in the Address and Supplemental Site File (other files in the Drop Ship Product).
- **Critical Entry Time File** – The Critical Entry Time (CET) file contains the nationally standardized CET times for all mail classes other than Periodicals. For Periodicals, this data is received from the MPOPS system per Facility within the FAST application.

The user may either download all of the files at once by selecting the **All File** download button or they may download each file individually.

The user begins the process from the *Resources Landing* page. The user CLICKS the **Drop Ship Product File Download** link, or associated **Go>** button to display the *Drop Ship Product File Download* page. The user may then select which file to download and CLICK the associated **Download** button.



The fields and buttons on the *Drop Ship Product File Download* page are described below. A snapshot of the page is displayed after the field description.

<i>Download (All Files)</i>	Begins the downloading process of all files in the Drop Ship Product File.
<i>Download (Address File)</i>	Begins the downloading process of the Address File.
<i>Download (Supplemental Site File)</i>	Begins the downloading process of the Supplemental Site File.
<i>Download (Parcel File)</i>	Begins the downloading process of the Parcel File.
<i>Download (Mail Direction File)</i>	Begins the downloading process of the Mail Direction File.
<i>Download (Mail Direction File v2 File)</i>	Begins the downloading process of the Mail Direction File v2.
<a href="#"><u>Download (Mail Direction File v3 File)</u></a>	<a href="#"><u>Begins the downloading process of the Mail Direction File v3.</u></a>
<i>Download (CIN List File)</i>	Begins the downloading process of the CIN List File.

<i>Download (Drop Ship Delivery Unit Hours File)</i>	Begins the downloading process of the Drop Ship Delivery Unit Hours File.
<i>Download (Layout File)</i>	Begins the downloading process of the Layout File.
<i>Download (BMEU File)</i>	Begins the downloading process of the BMEU File.
<i>Download (Critical Entry Time File)</i>	Begins the downloading process of the Critical Entry Time File.

The *Drop Ship Product File Download* page is displayed on the following page.

The screenshot shows the USPS website interface for the Facility Access and Shipment Tracking (FAST) portal. The main heading is "Facility Access and Shipment Tracking (FAST)". Below this, there is a section titled "Drop Ship Product File Download" with a sub-heading "Download File:". A list of files is displayed, each with a "(as of)" label and a "Download" button. The files listed are: All Files, Address File, Supplemental Site File, Parcel File, Mail Direction File, Mail Direction File v2, CIN List File, Drop Ship Delivery Unit Hours File, Layout File, BMEU File, and Critical Entry Time File. The left sidebar contains navigation links for Facilities, Reports, Resources, Reference Documents, Message Board, and Origin Entry. The footer includes site map, customer service, forms, and other utility links.

Comment [J8]: Update Screen with MDF v3



CLICK the **Download** button to begin the downloading process. A new window will appear prompting the user to either open the zip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.



**Note:**

To extract and open any of the WinZip files, the user must have the WinZip application.

### 10.3 Label List Files Download

The Label List Files page allows a user to access Postal Explorer to view various Label Lists as well as download all Label Lists together in a single download, or at one time. The files will be posted in alignment with changes in the Postal Bulletin.

The user may either download all of the files at once by clicking the **Label List Files Download (all Label Lists)** Download button, or they may download a specific label list by clicking on its corresponding Download button.

The user begins the process from the *Resources* Landing page. The user CLICKS the **Label List Files Download** link, or associated **Go>** button to display the *Label List Files* page.



The fields and buttons on the *Label List Files* page are described below. A snapshot of the page is displayed after the field description.

Label List Files	Postal Explorer Link to Label Lists
Go button	Directs user to Postal Explorer page
Download (Label List Files Download)	Begins the downloading process of all Label Lists including guide and layout files
Download (L000 NDC Labeling List)	Begins the downloading process of the L000 NDC Label List
Download (L001 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels)	Begins the downloading process of the L001 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels Label List
Download (L002 3-Digit ZIP Code Prefix Matrix)	Begins the downloading process of the L002 3-Digit ZIP Code Prefix Matrix Label List.
Download (L003 3-Digit ZIP Code Prefix Groups – 3-Digit Scheme Sortation)	Begins the downloading process of the L003 3-Digit ZIP Code Prefix Groups – 3-Digit Scheme Sortation Label List
Download (L004 3-Digit ZIP Code Prefix Groups – ADC)	Begins the downloading process of the L004 3-Digit ZIP Code Prefix Groups – ADC Sortation Label List

Sortation)	
Download (L005 3-Digit ZIP Code Prefix Groups – SCF Sortation)	Begins the downloading process of the L005 3-Digit ZIP Code Prefix Groups – SCF Sortation Label List
Download (L006 FSS)	Begins the downloading process of the L006 FSS Label List
Download (L007 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats in Bundles)	Begins the downloading process of the L007 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats in Bundles Label List
Download (L008 5-Digit Scheme – Periodicals, Standard Mail, and BPM Flats in Bundles)	Begins the downloading process of the L008 5-Digit Scheme – Periodicals, Standard Mail, and BPM Flats in Bundles Label List
Download (L009 Mixed ADCs – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels)	Begins the downloading process of the L009 Mixed ADCs – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels Label List
Download (L010 NDC/ASF Entry – Standard Mail Letters and Package Services Irregular Parcels)	Begins the downloading process of the L010 NDC/ASF Entry – Standard Mail Letters and Package Services Irregular Parcels Label List
Download (L011 Non-NDC/ASF Entry – Periodicals and Standard Mail Letters)	Begins the downloading process of the L011 Non-NDC/ASF Entry – Periodicals and Standard Mail Letters Label List
Download (L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC)	Begins the downloading process of the L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC Label List
Download (L601 NDCs)	Begins the downloading process of L601 NDCs Label List
Download (L602 ASFs)	Begins the downloading process of L602 ASFs Label List
Download (L603 – Origin Entry NDC – Parcels)	Begins the downloading process of L603 – Origin Entry NDC – Parcels Label List
Download (L604 – Origin Entry NDC – Standard Mail Letters and Flats, Package Services Flats )	Begins the downloading process of L604 – Origin Entry NDC – Standard Mail Letters and Flats, Package Services Flats Label List
Download (L605 NDCs/ASFs – Nonmachinable Parcel Post NDC Presort and ONDC Presort)	Begins the downloading process of L605 NDCs/ASFs – Nonmachinable Parcel Post NDC Presort and ONDC Presort Label List
Download (L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels)	Begins the downloading process of L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels Label List

Download (L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers)	Begins the downloading process of L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers Label List
Download (L801 – AADCs – Letter-Size Mailings)	Begins the downloading process of L801 – AADCs – Letter-Size Mailings Label List

A snapshot of the *Label List Files* page is displayed below.





- [Appointments](#)
- [Recurring Appointments](#)
- [Facilities](#)
- [Profiles](#)
- [Reports](#)
- [Resources](#)
- [Reference Documents](#)
- [Drop Ship Product File Download](#)
- [Label List Files Download](#)
- [Message Board](#)
- [What's New Board](#)
- [View CN List](#)
- [View CN Group List](#)
- [MTE Returns](#)
- [Origin Entry](#)

## Facility Access and Shipment Tracking (FAST)

### Label List Files

- ▶ Label List Files
- ▶ Postal Explorer Link to Label List [Go >](#)

### Download File:

- ▶ Label List Files Download (All Label Lists) (as of 12/08/2010) [Download](#)
- ▶ L000 NDC Labeling List (as of 12/08/2010) [Download](#)
- ▶ L001 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels (as of 12/08/2010) [Download](#)
- ▶ L002 3-Digit ZIP Code Prefix Matrix (as of 12/08/2010) [Download](#)
- ▶ L003 3-Digit ZIP Code Prefix Groups - 3-Digit Scheme Sortation (as of 12/08/2010) [Download](#)
- ▶ L004 3-Digit ZIP Code Prefix Groups - ADC Sortation (as of 12/08/2010) [Download](#)
- ▶ L005 3-Digit ZIP Code Prefix Groups - SCF Sortation (as of 12/08/2010) [Download](#)
- ▶ L006 5-Digit Metro Scheme (as of 12/08/2010) [Download](#)
- ▶ L007 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats in Bundles (as of 12/08/2010) [Download](#)
- ▶ L008 3-Digit Scheme - Periodicals, Standard Mail, and BPM Flats in Bundles (as of 12/08/2010) [Download](#)
- ▶ L009 Mixed ADCs - Periodicals, Package Services Flats and Irregular Parcels and Standard Mail Flats (as of 12/08/2010) [Download](#)
- ▶ L010 NDC/ASF Entry - Standard Mail Letters and Package Services Irregular Parcels (as of 12/08/2010) [Download](#)
- ▶ L011 Non-NDC/ASF Entry - Periodicals and Standard Mail Letters (as of 12/08/2010) [Download](#)
- ▶ L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC (as of 12/08/2010) [Download](#)
- ▶ L601 NDCs (as of 12/08/2010) [Download](#)
- ▶ L602 ASFs (as of 12/08/2010) [Download](#)
- ▶ L603 ADCs - Irregular Standard Mail Parcels (as of 12/08/2010) [Download](#)
- ▶ L604 Originating ADCs - Standard Mail Irregular Parcels (as of 12/08/2010) [Download](#)
- ▶ L605 NDCs/ASFs - Nonmachinable Parcel Post NDC Presort and ONDC Presort (as of 12/08/2010) [Download](#)
- ▶ L606 5-Digit Scheme - Standard Mail, First-Class Mail, and Package Services Parcels (as of 12/08/2010) [Download](#)
- ▶ L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers (as of 12/08/2010) [Download](#)
- ▶ L801 AADCs - Letter-Size Mailings (as of 12/08/2010) [Download](#)
- ▶ Layout File (as of 09/25/2009) [Download](#)

## 10.4 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Users may view all general and facility messages that have not yet expired.

The *Message Board* section describes the process for viewing the board.

The Message Board is accessible from three points in FAST; from the *FAST Login* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). The user begins the process from the *FAST Login* page. Upon login the **Message Board Pop Up** will automatically be displayed. The user may also access the **Message Board** from the *Resources Landing* page. The user CLICKS the **Message Board** link, or associated **Go>** button to display the *Message Board*.



The fields and buttons on the *Message Board* page are described below. A snapshot of the page is displayed after the field description.

<i>Facility Messages link</i>	Triggers the application to bring the user to the <i>Facility Message</i> section on the Message Board.
<i>General Messages link</i>	Triggers the application to bring the user to the <i>General Message</i> section on the Message Board.
<i>Facility Messages</i>	Includes all Facility Messages available.
<i>General Messages</i>	Includes all General Messages available.
<i>Back to Top link</i>	Triggers the application to bring the user back to the top of the <i>Message Board</i> .

The *FAST Message Board* is displayed on the following page.

## 10.5 What's New Board

What's New is a message posting system where administrators of the FAST system may display system-related information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

The *What's New Board* section describes the process for viewing the board.

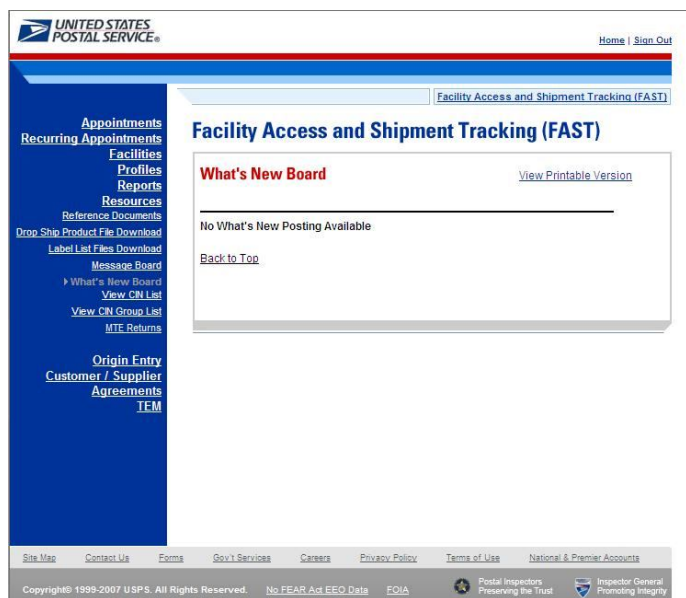
The *What's New Board* is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user CLICKS the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.



The fields and buttons on the *What's New Board* page are described below. A snapshot of the page is displayed after the field description.

<i>What's New Post Date</i>	The date the message was posted by the user.
<i>What's New Expiration Date</i>	The date the message will expire and cease to be displayed on the <i>What's New Board</i> .
<i>Subject</i>	The subject of the message entered by the user.
<i>What's New</i>	The text of the new message entered by the user.
<i>Back to Top link</i>	Triggers the application to bring the user back to the top of the <i>What's New Board</i> .

The *FAST What's New Board* is displayed on the following page.



## 10.6 View CIN List

The *View CIN List* section describes the process for viewing the list of active Content Identifier Numbers (CINS). A user may view the complete list of active CINS or filter a list of active CINS to the criteria they are interested in. Users may filter based upon either a single CIN or by CIN characteristics like Mail Class, Mail Shape and Presort.

The *View CIN List* page is accessible from two points in FAST: from the *Resources Landing Page* (pre-login), from the *Resources Landing Page* (post-login).



The fields and buttons on the *View CIN List* page are described below. A snapshot of the page is displayed after the field description.

<i>Enter CIN</i>	Text box to enter the CIN of the desired CIN.
<i>Mail Class</i>	Drop-down box listing all mail classes that the user may choose to filter by.
<i>Mail Shape</i>	Drop-down box listing all mail shapes that the user may choose to filter by.
<i>Presort</i>	Drop-down box listing all presorts that the user may choose to filter by.
<i>Submit</i>	Retrieves the CIN List for the selected search criteria.
<i>CIN</i>	Displays the CIN Code.
<i>Mail Class</i>	Displays the mail class of the associated CIN.
<i>Mail Shape</i>	Displays the mail shape of the associated CIN.
<i>Presort</i>	Displays the presort of the associated CIN.

The screenshot shows the 'View CIN List' page in the FAST system. The page title is 'Facility Access and Shipment Tracking (FAST)'. Below the title, there is a 'View CIN List' heading and a 'Return to Previous Screen' link. A paragraph explains that search and sort options allow filtering the CIN list. The 'Search and Sort Options' section includes a text input for 'Enter CIN', an 'Or' label, and three dropdown menus for 'Mail Class' (set to 'Periodicals'), 'Mail Shape' (set to 'Flats'), and 'Presort' (set to '5D BC/NBC'). A 'Submit >' button is located to the right of the dropdowns. Below the search options is a 'CIN List' section with export options for 'Download into Excel' and 'View Printable Version'. A table displays the search results:

CIN	Mail Class	Mail Shape	Presort
321	Periodicals	Flats	5D BC/NBC
Total (1 result)			

Below the table, there are again export options for 'Download into Excel' and 'View Printable Version'.

On initial load of the View CIN List page, the list of all active CINs will be displayed. The user may narrow down the search of active CINs by one of two ways:

Search for a specific CIN:

1. Enter the CIN Code into the Enter CIN textbox
2. CLICK the Submit button

Search for CINS based on Mail Class, Mail Shape, and Presort:

1. SELECT a mail class from the Mail Class drop-down box
2. SELECT a mail shape from the Mail Shape drop-down box
3. SELECT a presort from the Presort drop-down box
4. CLICK the Submit button

The result(s) will be displayed in the CIN List table at the bottom of the page.

## 10.7 View CIN Group List

The View CIN Group List section describes the process for viewing the list of active CIN Groups in the FAST system.

The View CIN Group List page is accessible from two points in FAST: from the Resources Landing Page (pre-login), and from the Resources Landing Page (post-login).



The fields and buttons on the View CIN Group List page are described below. A snapshot of the page is displayed after the field description.

CIN Group	Displays the CIN Group.
CIN	Displays the CINs associated to the CIN Group.

The screenshot shows the 'View CIN Group List' page in the FAST system. The page header includes the United States Postal Service logo and navigation links. The main content area displays a table with two columns: 'CIN Group' and 'CINs'. The table lists various CIN Groups and their corresponding CINs.

CIN Group	CINs
<a href="#">CSBCSs Standard/Letters</a>	563, 564
<a href="#">Default</a>	DEF
<a href="#">Package Services (Perishable)/Irregular Parcels</a>	P63, P65, Q01, Q03
<a href="#">Package Services (Perishable)/Machinable Parcels</a>	P62, P64, Q00, Q02
<a href="#">Package Services - BPM/Library/Media /Flats</a>	635, 636, 637, 638, 639, 648, 649, 650, 651, 653, 654, 657, 658, 659, 661, 667, 668, 669
<a href="#">Package Services - BPM/Library/Media /Irregular Parcels</a>	690, 691, 692, 694, 696, 697, 698
<a href="#">Package Services - BPM/Library/Media /Machinable Parcels</a>	680, 682, 683, 684, 687
<a href="#">Package Services - Parcel Select/ Machinable Parcels</a>	680, 688
<a href="#">Package Services - Parcel Select/ Non-Machinable</a>	688

All active CIN Groups will be displayed on one page. Each CIN Group in the table will link to a *View CIN Group Details* page which will show the details for the CIN Group and the CINs that belong to it.



The fields and buttons on the View CIN Group – Details page are described below. A snapshot of the page is displayed after the field descriptions.

<i>Description</i>	Displays the CIN Group Name.
<i>Mail Class</i>	Displays the mail class of the CIN Group.
<i>Mail Shape</i>	Displays the mail shape of the CIN Group.
<i>Perishable</i>	Read-Only checkbox to indicate if the CIN Group is perishable.
<i>CIN</i>	Displays the CIN Code.
<i>Mail Class</i>	Displays the Mail Class of the associated CIN.
<i>Mail Shape</i>	Displays the Mail Shape of the associated CIN.
<i>Presort</i>	Displays the Presort of the associated CIN.

## 10.8 MTE Returns Request

The *MTE Returns Request* section displays the Mail Transport Equipment Returns Request page, allowing a user to pick up residual mail transport equipment.




The fields and buttons on the Mail Transport Equipment Returns Request page are described below. A snapshot of the page is displayed after the field descriptions.

<i>*Corporate Name</i>	Text box to enter the corporate name.
<i>*Contact Name</i>	Text box to enter the contact name.
<i>*Address line 1</i>	Text box to enter address information.
<i>Address line 2</i>	Text box to enter more address information.
<i>*City</i>	Text box to enter the city.
<i>*State</i>	Drop-down box listing all states for the user to choose from.
<i>*ZIP Code</i>	Text box to enter the ZIP Code.
<i>*Contact Phone Number</i>	Text box to enter the contact number.
<i>Contact Phone Ext</i>	Text box to enter the contact phone extension.
<i>*Contact Email Address</i>	Text box to enter the contact email address
<i>*Preferred Pick-up Date</i>	Text box to enter the preferred pick-up date.
<i>Calendar box</i>	Icon that opens up to select a date.
<i>Preferred Pick-up start hour</i>	Drop-down box that allows user to select a pick-up start hour in military time.
<i>Preferred Pick-up end hour</i>	Drop-down box that allows user to select a pick-up start hour in military time.
<i>Plastic Pallets</i>	Text box to enter the number of plastic pallets being requested.
<i>Tubs</i>	Text box to enter the number of tubs being requested.
<i>Trays</i>	Text box to enter the number of trays being requested.
<i>Sacks</i>	Text box to enter the number of sacks being requested.
<i>Sleeves</i>	Text box to enter the number of rolling stock being requested.
<i>Rolling Stock</i>	Text box to enter the number of rolling stock being requested.
<i>Comments</i>	Text box to enter comments.
<i>Send</i>	Button that sends the entered information.
<i>Clear</i>	Button that clears all the current selections on the page.
<i>Cancel</i>	Button that cancels the request.

The *Mail Transport Equipment Returns Request* page is displayed on the following page.




Home | Sign Out

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[Appointments](#)

[Recurring Appointments](#)

[Facilities](#)

[Profiles](#)

[Reports](#)

[Resources](#)

[Reference Documents](#)

[Drop Ship Product File Download](#)

[Label List Files Download](#)

[Message Board](#)

[What's New Board](#)

[View CN List](#)

[View CN Group List](#)

[MTE Returns](#)

[Origin Entry](#)

[Customer / Supplier](#)

[Agreements](#)

[TEM](#)

[Facility Access and Shipment Tracking \(FAST\)](#)

### Mail Transport Equipment Returns Request

The Mail Transport Equipment Returns Request will be forwarded to a USPS area contact for review. The USPS area contact will review the information and follow-up based on the information provided. USPS areas require a minimum of 7 days to review a request and will contact you to verify pick-up. If USPS has not responded to your request in 7 days, please use the tracking number provided on the confirmation page to follow-up with the HQ Mail Transport Equipment coordinator.

\* Corporate Name:

\* Contact Name:

Mail Transport Equipment Pick-up Address:

\* Address line 1:

Address line 2:

\* City:

\* State:

\* ZIP Code:

\* Contact Phone Number:

Contact Phone Ext:

\* Contact Email Address:

\* Preferred Pick-up Date:

Preferred Pick-up start hour:  Hour is military time

Preferred Pick-up end hour:  Hour is military time

Mail Transport Equipment types and quantities:

Plastic Pallets:

Tubs:

Trays:

Sacks:

Sleeves:

Rolling Stock:

(Hampers, Cages, APCs, ERMCS)

Comments:

Hint: State Mail Transport Equipment Condition (Good, Fair, Poor)  
 Example: Trays 12 - Good Condition

This process is not supported by the FAST help desk or the fast@usps.com email address. Any support or requests for follow-up must be directed to the USPS HQ Mail Transport Equipment coordinator at [hqnte@usps.gov](mailto:hqnte@usps.gov).

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## 11.0 Rating Overview

Ratings offer the most efficient drop shipment customers a greater availability to slots when scheduling appointments. FAST calculates two kinds of ratings: Appointment Rating and Corporate Rating. Individual appointments are evaluated and scored as they are finalized. The appointment scores are then used to calculate a corporate rating for each destination facility the corporation utilizes for drop shipments. Corporate rating is based on all finalized appointment ratings over a 28 day period for each corporation and destination facility combination. Corporations are rated on a weekly basis.

The *Rating Overview* section describes how appointments and corporations are rated in FAST. It also contains a calendar and time frames that affect appointments and the rating process. The section includes:

### 11.1 Appointment Rating

### 11.2 Corporate Rating

### 11.3 Rating Calendar

## 11.1 Appointment Rating

All appointments are rated within FAST. An appointment may not be scored until it is considered finalized. Appointments are considered finalized at 288 hours past the scheduled appointment time. Appointment ratings do not differentiate between recurring and one time appointments.

The *Appointment Rating* section discusses the following topics:

- 11.1.1 – Routine Rating
- 11.1.2 – Exception Scoring
- 11.1.3 – Exempt Appointments and Additional Scenarios

### 11.1.1 Routine Rating

An appointment may receive a score from 0 to 100, with 100 being a perfect score. Closed appointments are scored based on the following criteria:

- Submission Method and Content Detail – 20 points possible
- On-Time Accuracy – 40 points possible
- Content Accuracy – 40 points possible
- Pre-Notification Deductions – up to 40 points can be deducted
- Irregularities Deductions – 10 points will be deducted

An appointment will never receive a negative score as part of the appointment rating process.

#### ***Submission Method and Content Detail***

Appointments are evaluated on the amount of detail provided for the content and the method by which the appointment is created by the Scheduler. Content detail refers to pallet presort information of the content. This category is used as an incentive for the corporations to provide a detailed level of information for every content in an electronic format. Depending on the submission method of an appointment request and the detail of content, the appointment may receive a score of 0, 10 or 20 points for this category.

Content Detail/Submission Method	Points Awarded
Web Services/Web Services with Mail.dat with pallet presort	20/20
Web Services without pallet presort or FAST Online	10/20
Phone	0/20

### ***On-Time Accuracy***

In the on-time accuracy category, appointments are evaluated on the Scheduler's ability to meet the planned date/time of their appointment. The scheduled appointment information is evaluated against the actual arrival information. An appointment may receive a score of 0, 20 or 40 points for these categories.

On-Time Induction Accuracy	Points Awarded
On-Time (Up to 30 minutes late)	40/40
Late (> 30 minutes to 2 hours late)	20/40
Significantly Late (> 2 hours to 8 hours late)	0/40

**Note:** An appointment that arrives more than 8 hours after that appointment date and time will be given as an exception rating of 0 (see Section 10.1.2)

### ***Content Accuracy***

In the content accuracy category, the appointment is evaluated on the scheduled appointment contents match the actual contents arriving with the shipment. An appointment may receive a score of 0, 20 or 40 points for these categories:

Content Accuracy	Points Awarded
Accurate (less than or equal to 2 pallets or less than or equal to 10% bedload for bedloaded appointment)	40/40
Minor Volume Discrepancy (3 to 5 pallets or greater than 10% and less than or equal to 25 % bedload for bedloaded appointment)	20/40
Major Volume Discrepancy (greater than 5 pallets or greater than 25% bedload for bedloaded appointment)	0/40

### ***Pre-Notification Deductions and Irregularity Deductions***

In the pre-notification deduction category, the appointments are evaluated on the Scheduler's ability to provide accurate drop shipment information more than 12 hours before the scheduled appointment date and time. A mailer will only receive a pre-notification deduction if the create/update occurs within 12 hours of the scheduled appointment date and time. Pre-notification deduction changes are grouped into four categories: create, update (appointment type change, significant volume change, and appointment time change), date change, and location change.

Appointment Type update changes are defined to be from Pallet to Bedload, Speedline to Bedload or Speedline to Pallet.

Significant volume update changes are evaluated for USPS defined working volume and are then evaluated by each mail shape submitted. Depending on the total pallet count, the significant volume threshold may be in one of the following three categories:

- If the total pallet count is greater than 20, and the percentage change is greater than 10%, the change is considered significant. Anything less than or equal to 10% is not considered significant
- If the total pallet count is less than or equal to 20, a change greater than 2 pallets is considered a significant change and anything less than or equal to 2 pallets is not considered significant

- If the total working bedloaded volume difference exceeds 10%, then it will be considered as a significant volume change

Irregularity deductions apply to appointments that arrive with an irregularity. Irregularity deductions of 10 points are subtracted from the final appointment score. Irregularities may include one or more of the following:

- Altered Required Field on Form
- Broken Pallets
- Container Counts Do Not Match Form
- Damaged Mail
- Driver Refused to Assist
- Incorrect Appointment Type
- Incorrect Class of Mail
- Incorrect Entry Office
- Incorrect Processing Category
- Load Unsafe
- Mailings are not Separated by Destination
- Missing Appointment Number
- Missing Origin Signature and/or Round Stamp
- Missing Required Mailer Field on For
- No Form With Shipment
- Other
- Pallets Too Tall
- Past in Home Date
- Photo Copy of PS Form
- Vehicle Size
- None

Pre-Notification deductions apply to changes made within 12 hours of the scheduled appointment time and are deducted from the overall appointment score.

Pre-Notification Deduction	Points Deducted
Create	20
Update (appointment type change, significant volume change, and appointment time change)	10
Date Change	40
Location Change	40

Irregularity Deduction	Points Deducted
Irregularities (one or multiple)	10

Now that we have identified all the various components of appointment rating, the total rating score is calculated by adding each section's individual score:

**Appointment Rating Score = Submission Method/Content Detail + On-Time Accuracy + Content Accuracy + Pre-Notification Deductions and Irregularity Deductions**

**Note:** If a rated appointment receives a pre-notification deduction and an irregularity deduction, the two deductions will be additive and reduce your overall score. For example, if a Scheduler creates an appointment within 12 hours of scheduled appointment date and time and also was noted for "Broken

Pallets” during induction, then you will receive a 20 point deduction for creating within 12 hours and a 10 point deduction for “Broken Pallets”. A total of 30 points will be deducted from the overall score.

### 11.1.2 Exception Scoring

Appointments meeting certain criteria are considered exceptions to routine appointment rating score calculations. They are scored as follows:

Exception Scoring	Total Points Awarded
Multiple Appointments per trailer per location, Rejected appointments, No-Show appointments, Appointments greater than 8 hours late, and Unscheduled arrivals	0
Cancelled Appointments – greater than 2 hours past creation and greater than 12 hours from the scheduled arrival date and time.	50
Cancelled Appointments – greater than 2 hours past creation and within 12 hours from the scheduled arrival date and time.	15
Time Change and Cancelled Appointment – the time change occurs within 12 hours of the scheduled arrival date and time and the appointment is later cancelled	15
Mail Class Discrepancy	0
Appointment Type Discrepancy	0

### 11.1.3 Exempt Appointments and Additional Scenarios

11.1.3.1 *The following appointments are always exempt from appointment and corporate rating:*

- 100% Periodicals appointments
- 100% perishable appointments
- Delivery Unit drops
- Cancelled appointments within 2 hours of creation
- Appointments that are cancelled or no show due to USPS Holiday or Contingency after the appointment is scheduled.

11.1.3.2 *Multi-stop and holiday/contingency constraint impacted appointments will be rated as follows:*

The following lists the allowable unload timeframes for each appointment type by facility type. Anything over the allowable timeframe is considered a USPS delay. For multi-stop appointments that are affected due to USPS delay, FAST awards all subsequent appointments of the multi-stop 40 points for on-time accuracy.

Appointment Type/ Facility Type	Pallet	Speedline	Bedload
BMC	3 Hours	1.5 Hours	8 Hours
P&DC	2 Hours	1 Hour	8 Hours

Drop & Pick Appointment scenarios are explained below:

1. Scheduled appointment for a time period prior to 3pm and vehicle arrived prior to 3pm – 8 hours to unload
2. Scheduled appointment for a time period prior to 3pm, but vehicle arrived after 3pm – 18 hours to unload
3. Scheduled appointment for a time period after 3pm and vehicle arrived prior to 3pm – 18 hours to unload

4. Scheduled appointment for a time period after 3pm, but vehicle arrived after 3pm – 18 hours to unload



**Note:**  
Drop and Pick appointments cannot be included in a multi-stop.

A USPS delayed appointment is determined using pre-defined timeframes for each appointment type.

1. If the actual appointment arrival time is earlier than the scheduled appointment time, the timeframe evaluated is from the scheduled appointment date/time or from the unload start time (whichever comes first) to unload end time.
2. If the actual appointment arrival time is less than or equal to 30 minutes after the scheduled appointment time, the timeframe evaluated is from the vehicle arrival time to the unload end time.
3. If the actual appointment arrival time is greater than 30 minutes after the scheduled appointment time, the timeframe evaluated is from the unload start time to the unload end time.

Appointments updated by USPS or customers due to Holiday or Contingency Constraints will be as follows:

- Location change will not be penalized
- Date change will not be penalized
- After USPS or customer updates the appointment to a new location or a new date, it is subject to all rating criteria
- Appointment cancellations will result in the appointment being exempt during rating calculation

## 11.2 Corporate Rating

Appointment scores are used to calculate corporate rating for all Schedulers within a corporation. Each corporation is given a separate rating for each postal facility where they have scheduled appointments. Corporations are then placed into rating tiers depending on their drop shipment performance at each facility. Tier levels are used for each corporation/facility pair to determine slot availability.

The *Corporate Rating* section describes the overall rating calculation and tier description. It includes:

11.2.1 – Corporate Rating Information

11.2.2 – Tier Summary

### 11.2.1 Corporate Rating Information

Corporate rating is defined as the average of all non-exempt appointment scores over a 28 day period for a given facility. The 28 day period includes finalized appointments that are 12 days prior to the current date through 40 days prior to the current date. Four operational weeks of data are used to calculate corporate rating.

Corporate ratings are calculated weekly on Thursday mornings. When a corporate rating is calculated, it becomes effective two weeks following the rating calculation.

Each corporate rating score falls into one of four tiers for each of their rated facilities. The rating scores for each tier range are configurable by USPS and set at a national level by Headquarters. Tiers are described in the next section – *Tier Summary*.

## 11.2.2 Tier Summary

Tiers are assigned score ranges which are set by Headquarters. When a corporation's rating is calculated for a designated facility, the corporation is placed in to one of four tiers, (see Table 11.2.2.1). USPS allocates slot availability to the four tiers by a percent calculation. The percent calculation is based on the number of appointments within a specific rating tier at a facility compared to the total number of appointments at the facility over the 28 day period. Higher tiered corporations will have access to more slots than lower tiered corporations.

Table 11.2.2.2 illustrates how a corporation may have different tier ratings at different USPS facilities based on the tier score ranges.

USPS Tier Score Range	
90 & up	Tier 1
80 - 89	Tier 2
70 - 79	Tier 3
69 & below	Tier 4

**Table 11.2.2.1**

Corporation A		
Appointment Score per Facility	Tier Placement	
	Facility A	83
Facility B	76	3
Facility C	92	1
Facility D	66	4

**Table 11.2.2.2**

Appointment slots are allocated to each of the four tiers and are based on the corporate rating distribution per facility. A corporation placed into Tier 1 has access to available slots in Tier 1, Tier 2, Tier 3 and Tier 4. A corporation placed into Tier 2 has access to available slots in Tier 2, Tier 3 and Tier 4 and so on. To determine the percentage of dock slots allocated for a tier, the total number of scheduled and finalized appointments for the specified tier for the previous 28 days is divided by the total number of scheduled and finalized appointments for the previous 28 days. (Note: Both totals described in tier percentage calculation do not include exempt appointments).

The percentage calculation allows for the availability of appointments to be based on the number of appointments that each tier had during the last 28 days. It helps to ensure that the allocation of appointment availability is in line with the number of appointments that the corporations have had during a range of time.

The following table 11.2.2.3 illustrates the calculated tier availability percentages for a facility with 1000 scheduled and finalized appointments over the last 28 days.

	Appointments	Availability Percentage	Percentage Calculation
Tier 1	9	30%	$(9/30)*100$
Tier 2	3	10%	$(3/30)*100$
Tier 3	6	20%	$(6/30)*100$
Tier 4	12	40%	$(12/30)*100$
<b>Total</b>	<b>30</b>	<b>100%</b>	

**Table 11.2.2.3**

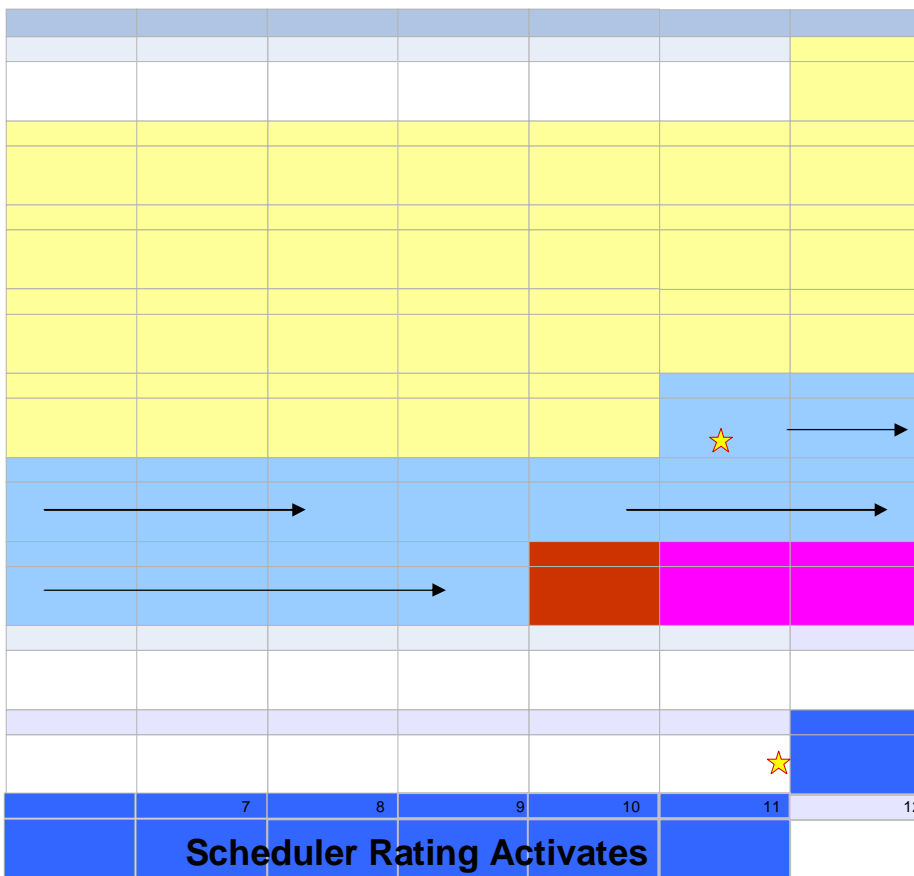
Dock slot and volume availability allocation is based on the percentages calculated. If the available slots are below 4, then the logic below is utilized.



Number of available appointments	Allocation of appointments
1 available appointment	Tier 4 = 1 appointment
2 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment
3 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment Tier 2 = 1 appointment
4 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment Tier 2 = 1 appointment Tier 1 = 1 appointment
More than 4 available appointments	FAST will calculate

### 11.3 Rating Calendar

The following calendar displays the appointment and corporate rating timeline of events.



\* Last appointment to be summarized is on Friday at midnight. USPS Operational week is from Saturday - Friday

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## 12.0 Appendix

The *Appendix* contains the following sections:

- 12.1 – Security – Describes the different user groups for external customers
- 12.2 – Glossary – List of the relevant terms and their definitions used in FAST
- 12.3 – *PostalOne!* User Guide – User Guide for the *PostalOne!* system
- 12.4 – *PostalOne!* Technical Guide – Technical Guide for the *PostalOne!* system

### 12.1 Security

FAST uses different security types to ensure certain functionality within FAST is accessible to the appropriate user. This maintains data integrity in the system to guarantee the appointment or facility information a user wishes to view, create or edit is correct and has not been manipulated by unauthorized persons.

FAST allows login by two main groups of users – internal and external. Internal users are USPS employees and external users are USPS customers.

The following section describes the different types of external users and what they are able to access in FAST.

#### **External Users**

External users are divided into the following user groups in FAST:

- **Corporate users** – Users with the ability to view, create and update appointment data for all schedulers who are associated to their corporation. They may not view appointment data or create reports for any other corporations.
- **Scheduler users** – Users with the ability to view, create and update appointment data for themselves only. They may not view appointment data or create reports for any other schedulers.

External users are restricted to viewing only appointment information in FAST that is associated with that specific user. For example, a report generated by an external user only displays results that are directly related to the user. If the user generates the Facility Schedule Report, the report would only show the appointment information that was scheduled by that person (if the user is a scheduler) or by the scheduler associated to the user's corporation (if the user is a corporate user).

The external user groups may be granted read-only access, read-only/restricted access or restricted access. Read-only access allows the pages to be viewed but not managed. Read-only/restricted access allows only pages that are associated to the user to be viewed only. Restricted access allows the pages to be viewed and to be managed if the information is associated to the user.

The graph shown on the following page displays the different areas and FAST and the access level for each user group.

	Access Level	Code	Description
<b>LEGEND</b>	Read-Only access	RO	Pages may be viewed but not managed
	Read-Only/Restricted access	RO-R	Pages associated to the user may be viewed only
	Restricted access	R	Pages may be viewed and managed if associated to the user

		EXTERNAL USERS	
		Corporate	Scheduler
<b>PRELOGIN</b>	Facility Profile	RO	RO
	Appointment Calendar	RO	RO
	BMC Information	RO	RO
	USPS Documents	RO	RO
	Message Board	RO	RO
	What's New Board	RO	RO
		Corporate	Scheduler
<b>APPOINTMENTS</b>			
	Create New Appt.	R	R
	Manage Existing Appt.	R	R
	Appointment Closeout	R	R
		Corporate	Scheduler
<b>PROFILES</b>	Corporate Profile	RO-R	RO-R
	Scheduler Profile	RO-R	RO-R
		Corporate	Scheduler
<b>REPORTS</b>	Scheduler	R	R
	Scheduler Performance	R	R
	Appointment Calendar	R	R
	Appointment Status	R	R
		Corporate	Scheduler
<b>RESOURCES</b>	USPS Documents	RO	RO
	Drop Ship Product File	RO	RO
	Message Board	RO-R	RO-R
	What's New Board	RO	RO

## 12.2 Glossary

**Address Management System (AMS)** - An application that allows USPS users to update the master addressing database; the AMS database is a repository of all deliverable mailing addresses in the United States and its affiliated territories, and their associated ZIP Codes, ZIP+4 Codes and city/state names.

**Administration User** - USPS employee that is an internal user with full access to all areas of FAST to view and edit information.

**Appointment Number** - A sequential number assigned when an appointment has been scheduled in FAST; must be included on all types of PS Forms 8125.

**Appointment Score** - Numeric scores given to individual appointments to rate how efficiently the appointment was scheduled and managed; used in customer rating.

**Appointment Status** - Indicates the current standing of the appointment; Open, Closed, Cancelled, No Show, Unscheduled, Rejected.

**Area Distribution Center (ADC)** - A mail processing facility that receives and distributes mail destined for specific ZIP Codes under the Managed Mail Program (MMP).

**Area User** - USPS employee that is an internal user with full access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated area

**Auxiliary Service Facility (ASF)** - A facility that performs the same function as a Network Distribution Center (NDC) in an area where volume is not sufficient to support the construction of a NDC.

**Bill of Lading Number** - The number associated to the bill of lading document; the document is issued by the facility to the appointment's shipper, listing and acknowledging receipt of goods for transport and specifying terms of delivery.

**Network Distribution Center (NDC)** - A highly mechanized mail processing plant that distributes (1) Standard Mail in piece and bulk form, (2) Package Services Mail in piece form, (3) and Periodicals Mail in bulk form.

**Cancellation Number** - A confirmation number generated by FAST that is associated to a cancelled appointment.

**Closed Appointment** - A scheduled appointment that arrived at the correct destination facility and unloaded successfully.

**Content** - A set of information describing the mail associated with a PS Form 8125 or a line on the PS Form 8125-CD. An appointment may have multiple contents associated to it.

**Content ID** - The ID associated to a content set of information for an appointment.

**Corporate User** - USPS customer at a corporate level with the ability to access, view, and edit records in FAST that are associated to all schedulers for the customer's corporation and records created by the customer.

**Customer Registration ID** - ID associated with the mailer.

**Daily Volume Constraints** - The maximum number of mail per mail shape a facility can process in a day. DDU

**Default Constraints** - The trip availability and daily volume constraints that are set for a facility as daily limits.

**Destination Area Distribution Center (DADC)** – A rate category associated with the drop shipments to ADCs; (DMM L004).

**Destination Network Distribution Center (DNDC)** – A rate category associated with the drop shipments to NDCs and ASFs; (DMM L601).

**Destination Delivery Unit (DDU)** – A post office, post office station, or office branch that accepts drop shipments.

**Destination Sectional Center Facility (DSCF)** - A rate category associated with the drop shipments to ADCs; (DMM L005).

**Discontinued Date** - The last date in a date range when the associated action is in effect

**District User** - USPS employee that is an internal user with access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated district.

**Dock Slot (Slot)** - An available time at a USPS facility for an appointment to be drop shipped.

**Drop and Pick (D&P)** - An appointment unique to DNDC drop shipments of bedload parcels, wherein the Postal Service waives the driver unload responsibility and allows a shipper to leave the trailer for postal unloading.

**Drop Entry Point System (DEPS)** – An internal module within FAST utilized by USPS users to redirect mail from a default drop entry to point to an alternative alternate drop entry point. The FAST appointment scheduling processes utilizes redirections maintained in DEPS to validate the correct drop entry point for drop shipments.

**Effective Date** - The first date in a date range when the associated action is in effect.

**eFile Number** - A representation of one or more eVS (Electronic Verification System) parcels grouped under one organization, one drop entry point at one time.

**eVS** – Electronic Verification System

**Expiration Date** - The date a Message Board message or What's New Board posting is removed from the boards.

**External User** – A FAST user that is a USPS customer.

**Facilities Database (FDB)** - Repository of facility information such as a facility's physical characteristics, facility address and additional information.

**Facility Constraints** - The default and holiday/contingency constraints that are required for active facilities

**Facility ID** – The FAST generated ID associated to Postal Service facilities.

**Facility User** - USPS employee that is an internal user with full access to all areas in FAST (except Administration) and can edit appointment and facility information for their designated facility.

**Finalized** - The timeframe when an appointment can no longer be modified and is given an appointment score (288 hours past the scheduled appointment time).

**Headquarters User** - USPS employee that is an internal user with view-only access to all areas of FAST.

**Holiday/Contingency Constraints** - The trip availability and daily volume constraints that are set for a facility when changes in constraint limits are needed for a short period of time.

**In Home End Date** - The end date of the timeframe when the mail should be delivered to the customer.

**In Home Start Date** - The start date of the timeframe when the mail should be delivered to the customer.

**Internal User** – A FAST user that is a USPS employee.

**Late Appointment** - An appointment that arrives more than 30 minutes after the scheduled appointment time up to two hours after the scheduled appointment time (see significantly late).

**Mail Class** – The class of mail associated to the appointment; Standard, Package Services, Periodicals.

**Mail Integrity** – The condition of the mail when it was dropped at the facility; matches to the Load Integrity Conditions section of the PS Form 8125.

**Mail Owner ID** - The owner of a mailing responsible for postage payment

**Mail Preparer ID** - The ID associated to the consolidator or printer of the mail

**Mail Shape** - The shape or shapes of mail associated with an appointment: Letters, Flats, Machinable Parcels, Non-Machinable Parcels, and Irregular Parcels.

**Mailing** - A group of mail pieces within the same mail class and mail processing category; a mailing may be split across multiple drop shipment appointments.

**Major Content Discrepancy** - Used to calculate appointment and scheduler rating; where the difference between the scheduled content and the actual content is more than 5 pallets or greater than 25% bedload.

**Message Board** - A messaging system for USPS Administrators to post messages for USPS facilities about facility related events or information; messages may be generic for all facilities or for specific facilities.

**Minor Content Discrepancy** - Used to calculate appointment and customer rating; where the difference between the scheduled content and the actual content is up to 5 pallets or less than 25% bedload.

**Multi-Stop** - A trip that contains multiple one stop appointments all carried by the same vehicle.

**Multi-Stop ID** - ID associated to the multi-stop trip to link each appointment within the multi-stop.

**NASS Code** - The National Air and Surface System (NASS) code associated to a USPS facility.

**No Show** - An appointment status when a scheduler fails to arrive within 24 hours of the scheduled appointment time at the destination facility.

**Number of Pallet Positions** - The number of positions on a trailer occupied by pallets.

**On-Time Appointment** - An appointment that arrives at the correct destination facility within 30 minutes of the scheduled arrival. Early arriving appointments are not guaranteed entry to a facility prior to the appointment time.

**Open Appointment** - A scheduled appointment that has not arrived at the destination facility.

**Parcel Select** – Package Services mail that is drop shipped at a destination entry rate.

**Periodicals** – Mail class associated to an appointment that contains publications and written work

**Perishable** - Content type associated to an appointment that contains products that are perishable

**Plant Verified Drop Shipment (PVDS)** - Procedure to enable origin verification and postage payment for shipments transported by the scheduler from the scheduler's plant to destination post offices for USPS acceptance as mail. It is typically used for mailings for which a destination entry discount is claimed.

**Post Date** - The date a Message Board message or a What's New posting is created and posted to the boards

**PostalOne!** - A system used to facilitate the integration of customer and Postal Service business processes to expedite mail and better support USPS and scheduler operations.

**PS Form 8125** - The Plant Verified Drop Shipment (PVDS) Verification and Clearance form containing the required appointment information for a drop shipment and is required for each content set of information within an appointment.

**PS Form 8125-CD** - A consolidated version of the PS Form 8125 where each set of content information on a PS Form 8125 is consolidated to one line in the PS Form 8125-CD.

**Recurring Appointment** - A drop shipment that is delivered to a destination office on a consistent frequency, on the same day or day(s) at the same time of day; The content of drop shipment must be consistent in terms of mail class, size, volume, containerization (pallets, pallet boxes, etc), and mode of transportation.

**Recurring Appointment ID** - Unique ID that is associated to one appointment instance in an approved recurring appointment record; Format is: Recurring Sequence ID + R + Date (MMDD).

**PS Form 6241, Recurring Appointment Request** - A form for USPS customers to provide the required appointment information, mailing information and frequency information to request a recurring appointment at a given facility. The preferred method to request a recurring appointment is through FAST online.

**Recurring Appointment Sequence Number** - Sequential ID that is associated to every appointment instance within an approved recurring appointment series.

**Rejected Appointment** - An appointment that does not meet the criteria to be unloaded at a facility upon arrival.

**Scheduler ID** - ID associated to the scheduler user.

**Scheduler Rating** - A score given to each scheduler at each destination facility; rewards high performing schedulers with more dock slot options when scheduling an appointment.

**Scheduler User** - USPS customer that is an external user with the ability to view, create and update appointment data for appointments to which they are associated.

**Sectional Center Facility (SCF)** - A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

**Shipper Name** - The name of the appointment's transporting company.

**Significant Volume Change** - A change to volume amount in a scheduled appointment; used to calculate appointment and scheduler rating.

**Significantly Late** - When the appointment arrives more than 2 and up to 8 hours after the scheduled arrival time.



**Tier** - The score range a scheduler is placed into for each destination facility; used to calculate the percentage of slots the scheduler should be allocated at the given facility.

**Transportation Information Management Evaluation System (TIMES)** - An application that maintains all appointment arrival data in order to support other USPS systems that require the data.

**Trip Availability Constraints** - The number of available appointments, dock slots the dock may process per hour per appointment type (dock slot constraints).

**Unscheduled Arrival** - A drop shipment that arrives at a facility without a booked appointment for that facility.

**Vehicle ID** - The ID associated to the appointment's transporting vehicle.

**Web Services** - An interface among schedulers, PostalOne! and FAST that enables schedulers to submit appointment request through an electronic messaging system without accessing the FAST online application.

**What's New Board** – A message posting system where administrators of the FAST system may display system-related information.

**12.3 PostalOne! User Guide**

***PostalOne!*<sup>®</sup> Facility Access and  
Shipment Tracking (FAST)  
User Guide**

# Fast User Guide Table of Contents

<b>1.0... FAST Welcome .....</b>	<b><u>468</u></b>	Deleted: 450
1.1. About FAST .....	<u>468</u>	Deleted: 450
1.2. Applying for Participation .....	<u>469</u>	Deleted: 451
1.3. Site Administrator Responsibilities .....	<u>469</u>	Deleted: 451
1.4. Contact Us .....	<u>469</u>	Deleted: 451
1.5. Helpful Links .....	<u>470</u>	Deleted: 452
<b>2.0... Introduction .....</b>	<b><u>470</u></b>	Deleted: 452
2.1 Overview .....	<u>470</u>	Deleted: 452
2.2 Document Summary .....	<u>470</u>	Deleted: 452
2.3 Assumptions and Constraints .....	<u>471</u>	Deleted: 453
2.4 References .....	<u>471</u>	Deleted: 453
<b>3.0... Business Scenarios .....</b>	<b><u>472</u></b>	Deleted: 454
3.1 Shipper Queries for Open Appointment Slots .....	<u>472</u>	Deleted: 454
3.2 Shipper Requests to Schedule an Appointment .....	<u>473</u>	Deleted: 455
3.3 Shipper Updates an Appointment .....	<u>473</u>	Deleted: 455
3.4 Shipper Cancels an Appointment .....	<u>474</u>	Deleted: 456
3.5 Shipper Request a Single Appointment Close-Out .....	<u>476</u>	Deleted: 458
3.6 Shipper Request All Scheduled and Unscheduled Appointment Close-Out .....	<u>477</u>	Deleted: 459
3.7 Shipper Request Appointment Reply(s) Where Initial Request Timed Out .....	<u>478</u>	Deleted: 460

## 1.0. FAST Welcome

On behalf of Postal Service™ Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® teams, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business.

This document is a comprehensive user guide that explains how to use the functionality available to our customers for communicating in an automated fashion, via the *PostalOne!* system, with the Facility Access and Shipment Tracking system. The features described in this guide have been developed for the U. S. Postal Service customers who wish to conduct business electronically.

### **About FAST**

FAST is an initiative that will improve the drop shipment process and decrease dock wait times, and is intended to replace Drop Shipment Appointment System (DSAS) by summer, 2005. FAST enables mailing shipment schedulers to inquire, create, update, and cancel appointment requests for plant verified drop shipments, as well as provide all necessary details about the mailing contents related to the appointments. The FAST system will provide up-to-date information about what mail can be entered at which facilities and provides request responses, status of appointments, and closeout information back to the schedulers.

Through the FAST website, the Postal Service will manage appointments, proactively manage operations at facilities, and control overall transportation management processing. FAST will provide the Postal Service with a system for rating the timeliness and accuracy of your shipping activities. Reports will provide specific information on the actual content of the mailing received, compared to the content information provided at the time of the appointment. Arrival time, date and destination accuracy will also be provided in reports available online. More scheduling options are available for schedulers with high accuracy ratings.

All customers needing access to the FAST system will be required to become participants of the *PostalOne!* system. Once your *PostalOne!* account has been established, you will be able to access FAST appointment-related services as follows:

- **FAST website online scheduling** - After logging into the *PostalOne!* system, schedulers go directly to the FAST website to schedule appointments online. Using this online option, all appointment and content information will be entered manually by the customer. With this method, there is no communication of information through the *PostalOne!* system other than login authentication.
- ***PostalOne!* automated data exchange capability** - Once a scheduler has logged on the *PostalOne!* system, the scheduler will send appointment and content information, using the *PostalOne!* system Web Services capabilities. The schedulers must make sure that they are sending the Web Services messages to the *PostalOne!* system with the SchedulerId and SchedulerCorpld that is provided to them via e-mail by the *PostalOne!* system at the time of their user registration. The *PostalOne!* system passes this information to FAST. Appointment availability is determined, and the appropriate response message is sent from FAST via the *PostalOne!* system back to the customer.

Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (either Mail.dat) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at <http://www.idealliance.org/maildat>. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

## Applying for Participation

FAST utilizes the *PostalOne!* portal and users must register as a FAST user through the *PostalOne!* system to schedule appointments or access shipment information. It's as easy as visiting the *PostalOne!* home page at [www.usps.com/postalone](http://www.usps.com/postalone) and on the right corner, under **New Customers Apply for a *PostalOne!* Account**, click on the **Learn More** button. There, you will find additional information about the program and application process. Then click on **Apply Online**. If you have questions about the online application process, call our Customer Care Center at (800) 522-9085.

### After completing your online application

Our Customer Care Center will review your online application to ensure that we have accurately established your account. Within 24-48 hours of completing your online application, you will receive a FAST Welcome Kit containing:

***PostalOne!* Data Exchange Agreement** - an agreement between your company and the Postal Service that outlines the terms and conditions for participating in the program.

**Site Administrator Card** - you will fill out a card to designate a coordinator to oversee administrative requirements and user access. The designated corporate site administrator will receive a site administrator welcome kit with information and forms for user access.

**Customer Request for Web Access, PS Form 1357-C** - a form to be completed and signed by each new user applying for access to the *PostalOne!* system. A signed hardcopy must be mailed to the Customer Care Center after your required approval signatures are obtained.

**Customer Account Activation** - When all required forms have been signed and processed by the Customer Care Center, your account will be activated. The Customer Care Center will send the site administrator all usernames and passwords via e-mail.

## Site Administrator Responsibilities

The site administrator role is a critical part of your company's transition to access FAST through the *PostalOne!* system. The site administrator is the key contact for your company and is responsible for coordinating system administration within your company. This person also must approve all requests for computer access to the *PostalOne!* system within your company. The excerpts below are taken from the user agreement. For more information, please read the entire user agreement.

**Site Administrator** The participant will appoint a site administrator to administer participant's access and use of the *PostalOne!* system. Participant will provide the *PostalOne!* Customer Care Center with the name of, and contact information for its site administrator by completing the Site Administrator Information Card.

**Site Administrator Responsibility** Participant or site administrator will (a) accept logon IDs from the *PostalOne!* Customer Care Center on behalf of its users, (b) be responsible for activating and deactivating its users' logon IDs, and (c) be responsible for assigning the appropriate access levels to its users.

**Site Administrator Obligations** Participant or site administrator will advise its users of their obligations under this agreement.

**Personnel Change Site Administrator** Participant shall notify the *PostalOne!* team in writing when a site administrator leaves employment at participant's company. If participant fails to notify the *PostalOne!* team, participant is liable for any loss sustained by the Postal Service and any other third-parties resulting from the subscriber's failure to submit such notification.

## Contact Us

The *PostalOne!* system is responsible for the "user" management and the automated data exchange process (Web Services) for the FAST system. If you are experiencing problems with:

- Applying to be a FAST user,
- System access (i.e., user ID or logon process, data transfer)
- The Web Service communication (i.e. data transmission, transmission errors, data receipt) process to and from the FAST system

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Please contact the *PostalOne!* Customer Care Center at (800) 522-9085 and at the prompt, press 1.

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The **FAST system** is responsible for the overall business functionality of the system. If you are experiencing problems with:

- The FAST Web application
- Appointment scheduling and management
- Information or data content
- Reports or rating assessments

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Please contact the FAST Help Desk at 1-800-USPSHELP.

## Helpful Links

Access information about IDEAlliance®, Mail.dat® and the Transportation Messaging Specification, Version 1.0 at <http://www.idealliance.org/maildat>.

More information about FAST, the *PostalOne!* system and how to apply for access is available at [www.usps.com/postalone](http://www.usps.com/postalone).

Access to the *PostalOne!* – FAST Technical Guide, and *PostalOne!* – FAST IDEAlliance Appendix is provided on the left menu bar at <https://cat.uspspostalone.com/fastxml/index.cfm>

## 2.0 Introduction

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### 2.1 Overview

This document will define the business scenarios for *PostalOne!* implementation of the IDEAlliance transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

### 2.2 Document Summary

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This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Shippers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Shipper business scenarios associated with using the IDEAlliance transportation Web Services are:

- Shipper Queries USPS Facility For Open Appointment Slots
- Shipper Requests An Appointment With a USPS Facility
- Shipper Updates an Appointment
  - Update an Appointment Mail Contents
- Shipper Cancels an Appointment
- Shipper Requests Appointment Close-Out Information
  - Shipper Requests an Exact Appointment Close-Out
  - Shipper Requests All Appointment Close-Outs
- Shipper Requests Status Appointment Replies When Initial Process Times-out

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### 2.3 Assumptions and Constraints

- It is the responsibility of the shipper to keep the Mail.dat data synchronized with the mail contents Web Services request.
- The list of assumptions and constraints will expand.

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### 2.4 References

- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- *PostalOne!* - FAST IDEAlliance Appendix (Version 1.2).doc, 2004 11 16.

*PostalOne!* - AppointmentServices.wsdl, 2004, 11 12. This will be updated when the *PostalOne!* URL for FAST Web Services is finalized and is available.

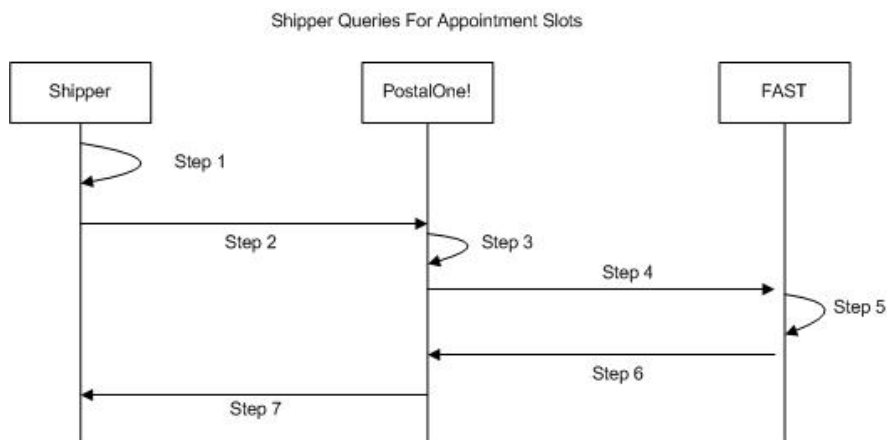
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## 3.0 Business Scenarios

### 3.1 Shipper Queries for Open Appointment Slots

In the mailing business model, a shipper will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the shipper will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the shipper will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.



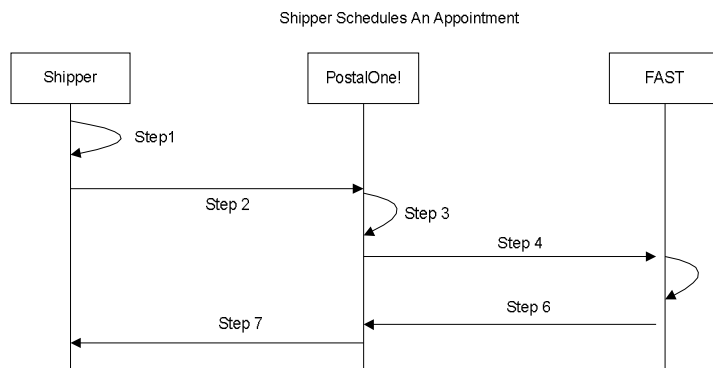
**Figure 0-1** – Shipper Queries For Open Appointment Slots

- Step 1.** The shipper will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.
- Step 2.** The shipper will send the DeliveryApptQueryRequest request to the *PostalOne!* system.
- Step 3.** The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.
- Step 4.** The *PostalOne!* system will send the DeliveryApptQueryRequest message to FAST.
- Step 5.** FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.
- Step 6.** FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has the open appointment slot and can handle the mail load. In the future, FAST will be able to send multiple available appointments information. Currently, FAST will only provide one available slot info.
- Step 7.** The *PostalOne!* system will send the response back to the shipper.



### 3.2 Shipper Requests to Schedule an Appointment

Shippers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Shippers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.



**Figure 0-2 – Shipper Request to Schedule an Appointment**

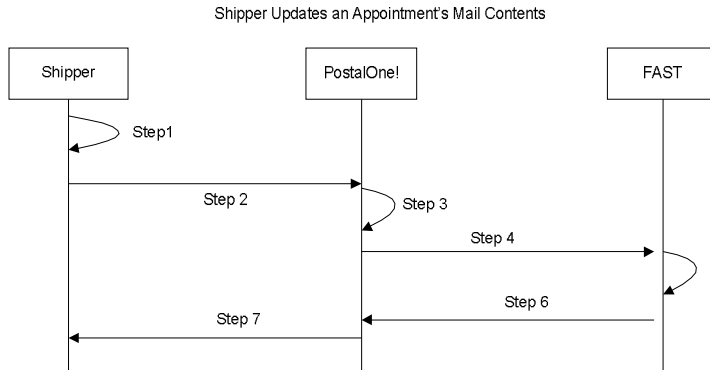
- Step 1.** The shipper will populate the DeliveryApptRequest Web Services data elements.
- Step 2.** The shipper will send the DeliveryApptRequest to the *PostalOne!* system.
- Step 3.** The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.
- Step 4.** The *PostalOne!* system will send the DeliveryApptRequest message to FAST.
- Step 5.** FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.
- Step 6.** FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.
- Step 7.** The *PostalOne!* system will send the DeliveryApptResponse message back to the shipper.

### 3.3 Shipper Updates an Appointment

As shippers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Shippers will use the DeliveryApptUpdate message to update an appointment's mail content, date, time, or facility. The Consignee will send

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shippers update appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.



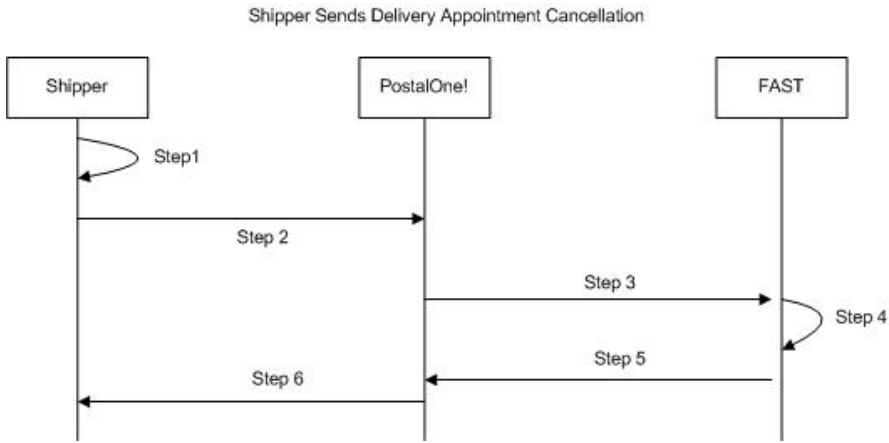
**Figure 0-3**– Shipper Updates an Appointment

- Step 8.** The shipper will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content, date, time, or facility.
- Step 9.** The shipper will send the DeliveryApptUpdate message to the *PostalOne!* system.
- Step 10.** The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.
- Step 11.** The *PostalOne!* system will send the DeliveryApptUpdate message to FAST.
- Step 12.** FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility cannot accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.
- Step 13.** FAST will include either the DeliveryApptUpdateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.
- Step 14.** The *PostalOne!* system will send the response message back to the mailer.

### **3.4 Shipper Cancels an Appointment**

As shippers produce or prepare transportation for mailings, they might run into problems or delays causing the shipper to cancel an existing appointment. Shippers will only be able to cancel a whole appointment. Shippers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A Consignee will send a DeliveryApptCancelResponse message back to a shipper indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.

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**Figure 0-4**– Shipper Cancels an Appointment

- Step 15.** The shipper will populate the DeliveryApptCancelRequest Web Services data elements.
- Step 16.** The shipper will send the DeliveryApptCancelRequest message to the *PostalOne!* system
- Step 17.** The *PostalOne!* system will route the message request to FAST.
- Step 18.** FAST will cancel the appointment.
- Step 19.** FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.
- Step 20.** The *PostalOne!* system will send the message response back to the shipper.

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### 3.5 Shipper Request a Single Appointment Close-Out

When a shipper's mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A shipper will use the *DeliveryApptStatusRequest* message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a *DeliveryApptStatusRequest* message, the consignee will process the appointment close-out request message, populate a *ConsigneeGoodsReceipt* data type with the appointment close-out information, and send a *DeliveryApptStatusResponse* message back to the shipper that includes the *ConsigneeGoodsReceipt* data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.

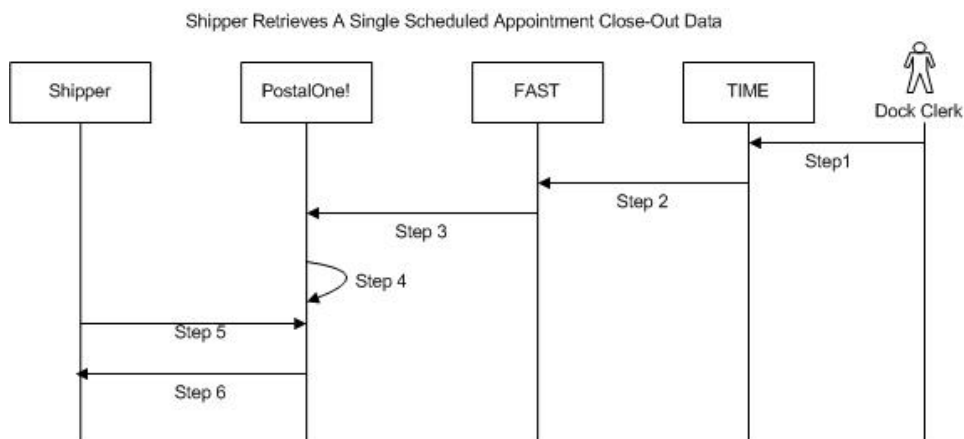


Figure 0-5- Shipper Receives an Appointment Close-Out

- Step 21.** The dock clerk enters an appointment close-out date and time into TIMES.
- Step 22.** TIMES system sends the appointment close-out data to FAST.
- Step 23.** FAST populates *ConsigneeGoodsReceipt* message with the appointment close-out data and enters the *ConsigneeGoodsReceipt* message into the *PostalOne!* message queue.
- Step 24.** The *PostalOne!* system receives the *ConsigneeGoodsReceipt* message and stores the data.
- Step 25.** Shippers and the *PostalOne!* system will have business rules established where the shipper can pull the *PostalOne!* system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The shipper will send a *DeliveryApptStatusRequest* to the *PostalOne!* system.
- Step 26.** The *PostalOne!* system will receive the request and send a *DeliveryApptStatusRequest* message back to the shipper with the included *ConsigneeGoodsReceipt* data type containing the appointment close-out data.

**3.6 Shipper Request All Scheduled and Unscheduled Appointment Close-Out**

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A Shipper can receive scheduled and unscheduled appointment close information by sending the *PostalOne!* system an *AllDeliveryApptCloseoutRequest* message. The *PostalOne!* system will retrieve all of the shipper's appointment close-out and send the information back to the shipper in an *AllDeliveryApptCloseoutResponse* message. A shipper can use the *AllDeliveryApptCloseoutRequest* message to retrieve the following types of appointment close-out information: an on-time scheduled appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with Web Services. Figure 2.6 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.

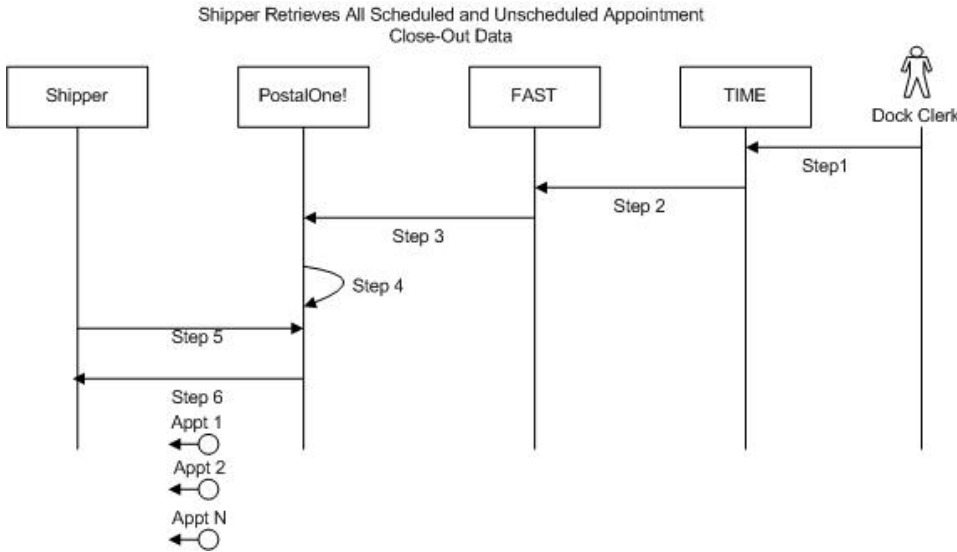


Figure 0-6- Shipper Receives an Appointment Close-Out

- Step 27.** The dock clerk enters an appointment close-out date & time into TIMES.
- Step 28.** TIMES system sends the appointment close-out data to FAST.
- Step 29.** If the appointment close-out is a scheduled appointment, FAST populates a *ConsigneeGoodsReceipt* message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an *UnscheduledConsigneeGoodsReceipt* message with the appointment close-out data. FAST will put both messages, *ConsigneeGoodsReceipt* and *UnscheduledConsigneeGoodsReceipt*, on the *PostalOne!* message queue.
- Step 30.** The *PostalOne!* system receives the *ConsigneeGoodsReceipt* or *UnscheduledConsigneeGoodsReceipt* messages and stores the data.
- Step 31.** Shippers and the *PostalOne!* system will have business rules established where the shipper can poll the *PostalOne!* system every 15 minutes for the appointment close-out data. The shipper will send the *PostalOne!* system an *AllDeliveryApptCloseoutRequest*.
- Step 32.** The *PostalOne!* system will receive the request, retrieve all shipper scheduled and unscheduled appointment close messages based on corporation ID, and send a

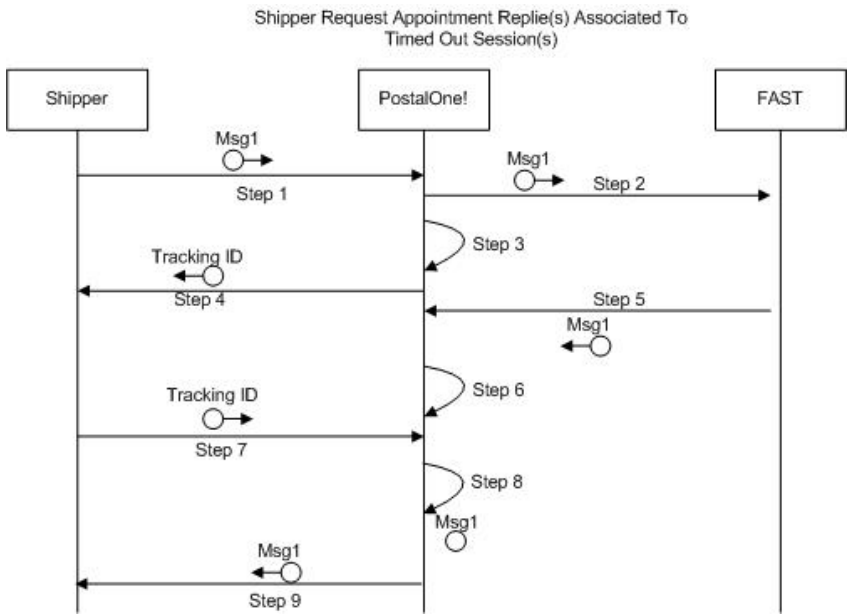
AllDeliveryApptCloseoutResponse message back to the shipper with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

**3.7 Shipper Request Appointment Reply(s) Where Initial Request Timed Out**

When the *PostalOne!* system receives an appointment request, it will process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the shipper with a unique tracking ID in the fault block. If the shipper wishes to receive the appointment response associated to an initial request that timed out, the shipper will have to implement the USPS RetrieveApptRepliesRequest message where the shipper supplies at least one unique tracking ID in the message. The shipper will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response(s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a RetrieveApptRepliesResponse message and send it back to the shipper. Otherwise, the shipper will have to retrieve the appointment response information directly from the FAST website.

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Figure 2.7 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.



**Figure 0-7-** The shipper Request Appointment Response Associated to Session Timed Out

- Step 33.** The shipper sends an appointment request message to the *PostalOne!* system.
- Step 34.** The *PostalOne!* system receives the message and sends the message to FAST.
- Step 35.** The *PostalOne!* session times out waiting for a reply message.
- Step 36.** The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the shipper.

- Step 37.** FAST finishes processing the appointment request and sends a response back to the *PostalOne!* system.
- Step 38.** The *PostalOne!* system receives the message and stores the data.
- Step 39.** Based on business rules defined between shippers and the *PostalOne!* system, shippers will periodically send a *RetrieveApptRepliesRequest* to the *PostalOne!* system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.
- Step 40.** The *PostalOne!* system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a *RetrieveApptRepliesResponse* message.
- Step 41.** The *PostalOne!* system will send the *RetrieveApptRepliesResponse* message containing all the appointment response(s) back to the shipper.

**12.4 PostalOne! Technical Guide**

***PostalOne!*<sup>®</sup> Facility Access and  
Shipment Tracking  
Technical Guide**

**Version 1.0  
January 2005**



# Fast Technical Guide Table of Contents

<b>1..... FAST WELCOME .....</b>	<b><u>482</u></b>	Deleted: 464
1.1 Facility Access and Shipment Tracking (FAST) Welcomes You.....	<u>482</u>	Deleted: 464
1.2 FAST Program Overview .....	<u>482</u>	Deleted: 464
1.3 <i>PostalOne!</i> FAST Web Services .....	<u>482</u>	Deleted: 464
1.4 Simple Object Access Protocol .....	<u>483</u>	Deleted: 465
1.5 Web Services Definition Language .....	<u>483</u>	Deleted: 465
1.6 FAST Functional Architecture .....	<u>483</u>	Deleted: 465
1.7 PFWS Structure.....	<u>484</u>	Deleted: 466
<b>2..... Introduction .....</b>	<b><u>485</u></b>	Deleted: 467
2.1 Overview.....	<u>485</u>	Deleted: 467
2.2 Document Summary .....	<u>485</u>	Deleted: 467
2.3 Assumptions and Constraints .....	<u>485</u>	Deleted: 467
2.4 References .....	<u>486</u>	Deleted: 468
<b>3..... Business Scenarios .....</b>	<b><u>486</u></b>	Deleted: 468
3.1 Getting Ready for <i>PostalOne!</i> FAST Web Services .....	<u>486</u>	Deleted: 468
3.2 Fault Element .....	<u>486</u>	Deleted: 468
3.3 Scheduler Queries for Open Appointment Slots.....	<u>487</u>	Deleted: 469
3.4 Scheduler Requests to Schedule an Appointment.....	<u>490</u>	Deleted: 472
3.5 Scheduler Updates an Appointment.....	<u>494</u>	Deleted: 476
3.6 Scheduler Cancels an Appointment.....	<u>497</u>	Deleted: 479
3.7 Scheduler Request a Single Appointment Close-Out.....	<u>499</u>	Deleted: 481
3.8 Scheduler Request All Scheduled and Unscheduled Appointment Close-Out.....	<u>501</u>	Deleted: 483
3.9 Scheduler Request Appointment Reply(s) Where Initial Request Timed Out .....	<u>502</u>	Deleted: 484

# 1 FAST WELCOME

## 1.1 Facility Access and Shipment Tracking (FAST) Welcomes You

On behalf of Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® team, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business. If you need assistance, our Customer Care Center can be contacted at (800) 522-9085.

This document is a comprehensive technical guide that explains how to use the functionality available to our customers for FAST Web Services via the *PostalOne!* system. The features described in this guide have been developed for the Postal Service™ customers who wish to conduct business electronically. Access to the FAST User Guide, and *PostalOne!* – FAST IDEAlliance Appendix is provided on the left menu bar at <https://cat.uspspostalone.com/fastxml/index.cfm>

## 1.2 FAST Program Overview

FAST, an alternative to using the Drop Shipment Appointment System (DSAS) system, is a Postal Service initiative that will improve the drop shipment process and decrease dock wait times. FAST enables schedulers to inquire, create, update, and cancel appointment requests for plant verified drop shipments, and to also provide all necessary details about the mailing contents related to the appointments. The FAST system will provide up-to-date information about what mail can be entered at which facilities and provides request responses, status of appointments, and closeout information back to the schedulers.

Through the FAST website, the Postal Service will manage appointments, proactively manage operations at facilities, and control overall transportation management processing. FAST will provide the Postal Service with a system for rating the timeliness and accuracy of your shipping activities. Reports will provide specific information on the actual content of the mailing received, compared to the content information provided at the time of the appointment. Arrival time, date and destination accuracy will also be provided in reports available online. More scheduling options are available for schedulers with high accuracy ratings.

Once your *PostalOne!* account has been established, you will be able to access FAST appointment-related services as follows:

- **FAST website online scheduling** - After logging into the *PostalOne!* system, schedulers go directly to the FAST website to schedule appointments online. Using this online option, all appointment and content information will be entered manually by the customer. With this method, there is no communication of information through the *PostalOne!* system other than login authentication.
- ***PostalOne!* Web Services data exchange capability** - Once a scheduler has logged on the *PostalOne!* system, the scheduler will send appointment and content information, using Web Services, to the *PostalOne!* system. The *PostalOne!* system passes this information to FAST. Appointment availability is determined, and the appropriate response message is sent from FAST via the *PostalOne!* system back to the customer.

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Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (Mail.dat®) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at <http://www.idealliance.org/maildat>. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

## 1.3 *PostalOne!* FAST Web Services

The *PostalOne!* FAST Web Services (PFWs) allows customers to electronically submit scheduling requests via the Simple Object Access protocol (SOAP) over the Internet. The *PostalOne!* FAST Web Services is an alternative to using the DSAS system and manually populating the Mail.dat data with appointment numbers

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for notifying Postal Service operations organization about planned verified drop shipments. The *PostalOne!* FAST Web Services allows schedulers to inquire, create, update, and cancel the appointment requests for Plant Verified Drop Shipments while also providing all necessary details about the mailing containers related to the appointments. The *PostalOne!* FAST Web Services also allows the Postal Service to provide responses, status of appointments, and closeout information back to the schedulers. The PFWs will also make use of all of the transportation and scheduling data to rate the corporations/schedulers as to the overall performance of their Transportation Management interface with the Postal Service. Schedulers can use the <http://fast.uspspostalone.com> URL to send Web Services messages to FAST via the *PostalOne!* system. Schedulers may view the status reports and can also manually create appointments by going to the FAST Website at <http://fast.usps.com> (launch date February 21, 2005). Postal Service internal users of FAST can also go to the FAST website to manage appointments, proactively manage operations at facilities, help with overall transportation management processing and provide a rating system for rating Schedulers.

#### 1.4 Simple Object Access Protocol

Simple Object Access Protocol (SOAP) 1.1 is a key enabler of Web Services through XML. SOAP enables the exchange of XML messages so that services can easily describe their capabilities and allow any other service, application or device on the Internet to easily invoke those capabilities. TM, working with SOAP, adds the mechanisms for the management of syndication on the Web. SOAP is being widely used as transport for Web Services related RPC. TM 1.0 is designed to layer its communications on SOAP. This will enable developers and users to take advantage of their existing communication infrastructure and management services while taking advantage of TM for their content distribution applications or content subscription activities. SOAP V1.1 became a W3C Recommendation on June 24, 2003.

#### 1.5 Web Services Definition Language

Web Services Definition Language (WSDL) is an XML-based description language that currently describes RPC based end-points. This is currently being developed by W3C for extending RPC to enable messaging-style program end-points. TM 1.0 has an XML-based protocol for conversation between client and server. For TM 1.0, we are defining TM end-points with WSDL (either message-oriented or RPC-based or both). This will eliminate the need for TM client packages. Any WSDL to Java or any other programming language-based generator will be able to generate TM client interfaces in that programming language

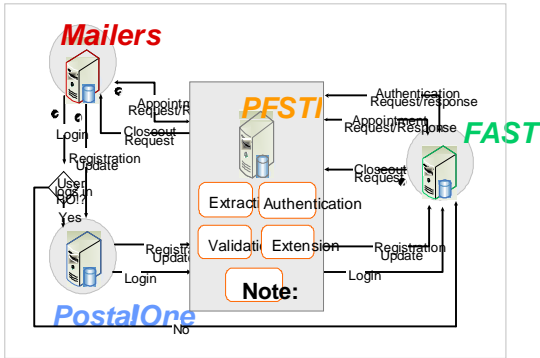
#### 1.6 FAST Functional Architecture

The following figure 1-1 shows the *PostalOne!* FAST functional architecture.

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**Customer Registration** - A mailer either creates a new *PostalOne!* registration or updates an existing registration profile. PFSTI sends new or updated information to FAST.

**Appointment Scheduled** - Mailers sends appointment schedules to PFSTI, which are then sent to FAST.

**Authentication** - User logs in through *PostalOne!* website or goes directly to FAST website. In both instances, the user is authenticated through PFSTI.

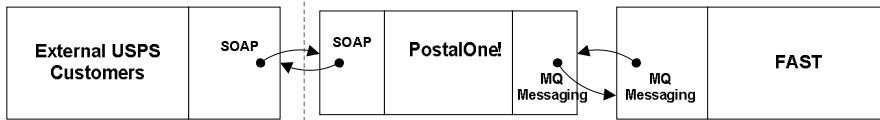
**Closeout Messages** - FAST sends closeout messages to PFSTI, which are then sent to mailers.

Publication 804 is under revision. The screenshot above reflects documents currently available.

## 1.7 PFWS Structure

The PFWS is part of the overall *PostalOne!* application and provides customers with the business to business (B2B) capability of submitting postal documents through the Internet using a Web service over a secure connection (HTTPS) with the Postal Service. The PFWS uses the SOAP protocol to transmit information in an XML format that insures that the data can be sent and received by applications written in various languages and deployed on various platforms.

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**Figure 1-2. *PostalOne!* FAST Web Service Overview**

PFWS is a stateless RPC-style Web service that accepts requests via the SOAP protocol using the HTTP bindings. PFWS uses an implementation of the SOAP 1.1 specification; therefore an application should be able to communicate with PFWS using any SOAP implementation that is compliant with the SOAP 1.1 specification. In addition, a client application should be able to be written in any language that has a SOAP implementation. Data is encoded using the SOAP encoding style as defined in section 5 of the SOAP 1.1 specification.

By using SOAP, the Web service de facto standard transmission protocols, the PFWS application allows Postal Service customers and commercial software vendors to develop SOAP-enabled custom software applications to generate postal transportation messaging documents and submit them electronically to the Postal Service *PostalOne!* system where, after format validation and in some cases after completion of messages via Mail.dat data, they will be passed to the FAST system. Once the FAST system processes the information, the FAST system sends messages back to the *PostalOne!* system and from there mailers can pull the messages. PFWS has opened up the ability for Postal Service customers to start performing actions on data without having to visit the FAST HTML-based application.

### User Interface

The PFWS provides the capability to submit postal transportation messaging data electronically, so no user interface exists within the *PostalOne!* system to support such functionality. Each Postal Service customer must determine the best way to integrate the features of the PFWS into their own systems or to acquire third-party software capable of using PFWS features.

### Functions and Processes

The *PostalOne!* FAST Web Services API consists of one major area of functionality, i.e. Transportation messaging, with its own Web Services Definition Language (WSDL) file that defines the objects and methods available. The different methods available are

- Query
- Create
- Update
- Cancel
- Closeout

The following sections in this guide describe each functional area in detail. The Web Services interface is described using WSDL. The WSDL document that describes the *PostalOne!* FAST Web Services can be found at the following location: Customer Acceptance Test (CAT) URL:

<https://cat.uspspostalone.com/fastxml/index.cfm>

## 2 Introduction

### 2.1 Overview

This document will define the business scenarios for *PostalOne!* implementation of the IDEAlliance® transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

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### 2.2 Document Summary

This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Developers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

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- See *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Scheduler business scenarios associated with using the IDEAlliance transportation Web Services are:

- Scheduler Queries USPS Facility For Open Appointment Slots
- Scheduler Requests An Appointment With a USPS Facility
- Scheduler Updates an Appointment
  - Update an Appointment Mail Contents
- Scheduler Cancels an Appointment
- Scheduler Receives Appointment Close-Out Information
  - Scheduler Request an Exact Appointment Close-Out
  - Scheduler Request All Appointment Close-Outs
- Scheduler Requests Status Appointment Replies When Initial Process Times-out

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### 2.3 Assumptions and Constraints

- It is the responsibility of the scheduler to keep the Mail.dat data synchronized with the mail contents Web Services request.
- It is the responsibility of the scheduler to keep track of SchedulerID and SchedulerCorplds for its users who are responsible for sending Web Services messages to *PostalOne!* FAST.
- *PostalOne!* FAST Web Services are not completely supporting the IDEAlliance™ specifications. For further details, see *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.
- The list of assumptions and constraints will expand.

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## 2.4 References

- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0).
- *PostalOne!* - AppointmentServices.wsdl, 2004, 11 12.

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## 3 Business Scenarios

### 3.1 Getting Ready for *PostalOne!* FAST Web Services

Before schedulers can send any Web Services messages to the *PostalOne!* system, all Web Services messages need to have a SchedulerId and SchedulerCorpld which is provided by the *PostalOne!* team at the time of customer registration. When a customer is successfully added to the *PostalOne!* system and user accounts are created, the user will be notified of his/her SchedulerId and SchedulerCorpld that "MUST" accompany all Web Services messages to the *PostalOne!* system. The SchedulerId represents a business role within the scheduler's organization and the SchedulerCorpld represents the ID by which the *PostalOne!* system and FAST will recognize the customer's corporation.

- See *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for details.

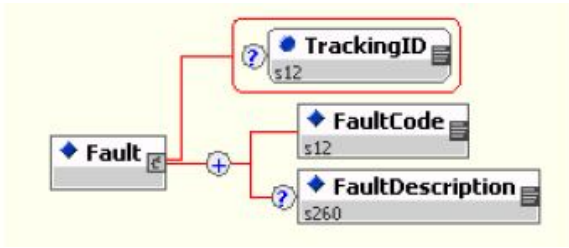
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### 3.2 Fault Element

The <Fault> element is designed to pass operational and implementation errors via the detail portion of SOAP Fault mechanism. The Fault has an optional TrackingID attribute which identifies the message that was interrupted by the fault and can be used for fault recovery. The Fault is made up of one or more Fault Codes with an optional Fault Description. See the error codes section with each specific Web Services message for *PostalOne!* and FAST specific fault or error codes and descriptions.

The following figure shows the Fault message structure.

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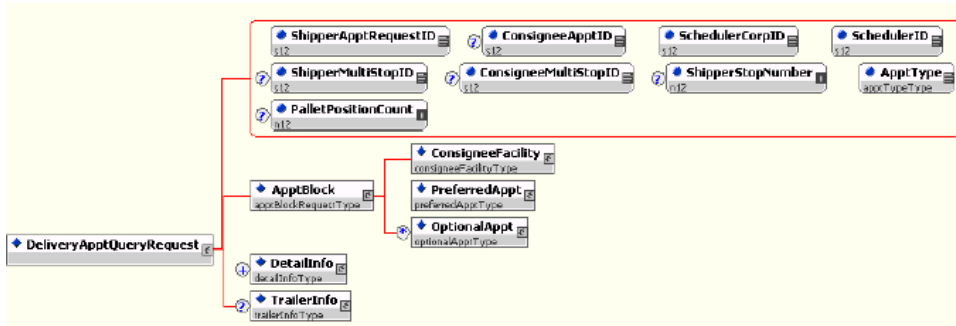


Fault Structure

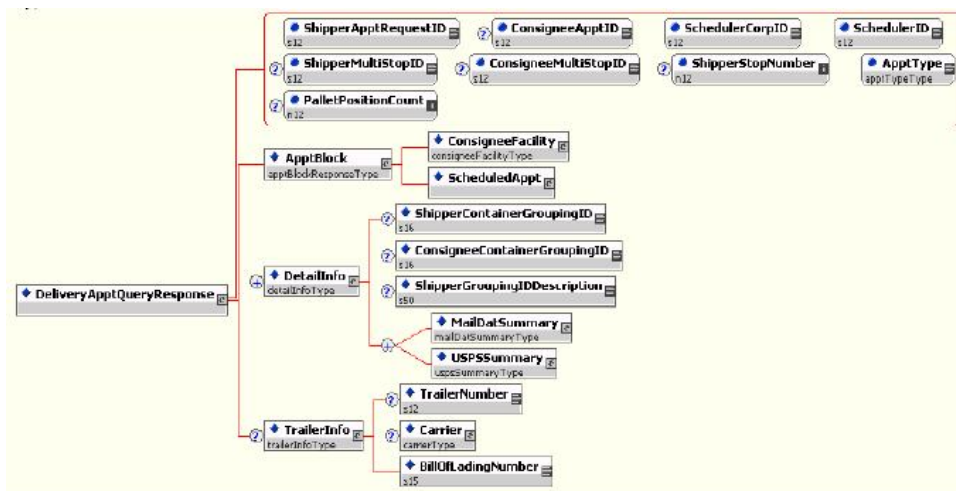
### 3.3 Scheduler Queries for Open Appointment Slots

The following two figures show the DeliveryApptQueryRequest and DeliveryApptQueryResponse message structure.

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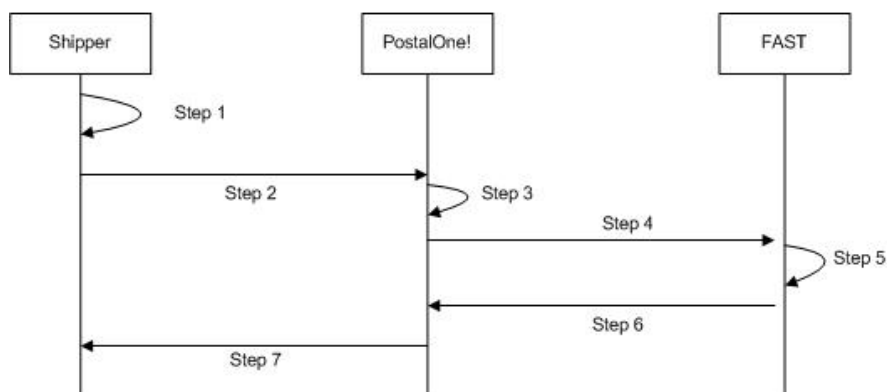
DeliveryApptQueryRequest



DeliveryApptQueryResponse

In the mailing business model, a scheduler will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the scheduler will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the scheduler will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.

Shipper Queries For Appointment Slots



**Figure 3-1** – Scheduler Queries For Open Appointment Slots

- Step 42.** The scheduler will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.
- Step 43.** The scheduler will send the DeliveryApptQueryRequest request to the *PostalOne!* system.
- Step 44.** The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.
- Step 45.** The *PostalOne!* system will send the DeliveryApptQueryRequest message to FAST.
- Step 46.** FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.
- Step 47.** FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has an open appointment slot and can handle the mail load.
- Step 48.** The *PostalOne!* system will send the response back to the scheduler.

**PostalOne! Supported Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrCode: 402
User authentication failed –	SOAP Body	TMErrCode: 412



Invalid user ID		
User authentication failed – Invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation Arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

**FAST Support Error Conditions:**

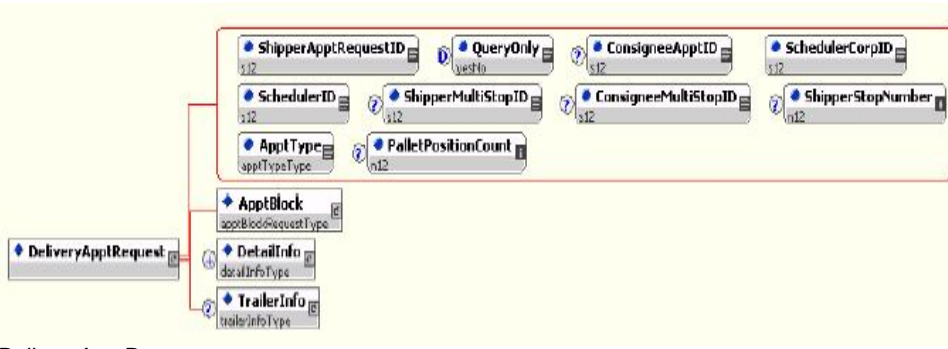
Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time	SOAP Body	ErrorCode: 3005

must be within 8 hours of the Optional End Time		
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

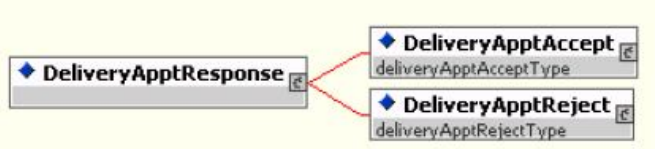
### 3.4 Scheduler Requests to Schedule an Appointment

The following two figures show DeliveryApptRequest and DeliveryApptResponse message structures.

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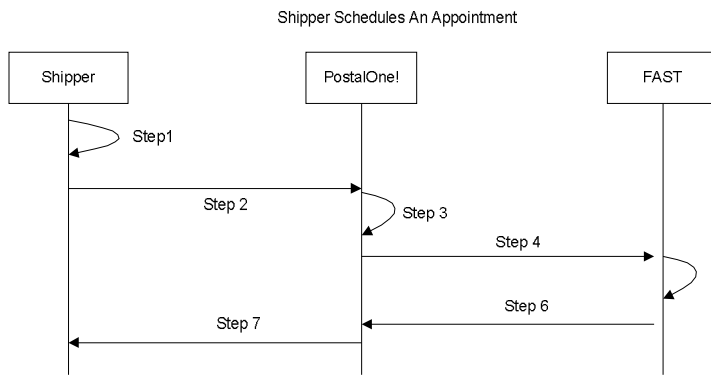


DeliveryApptRequest



DeliveryApptResponse

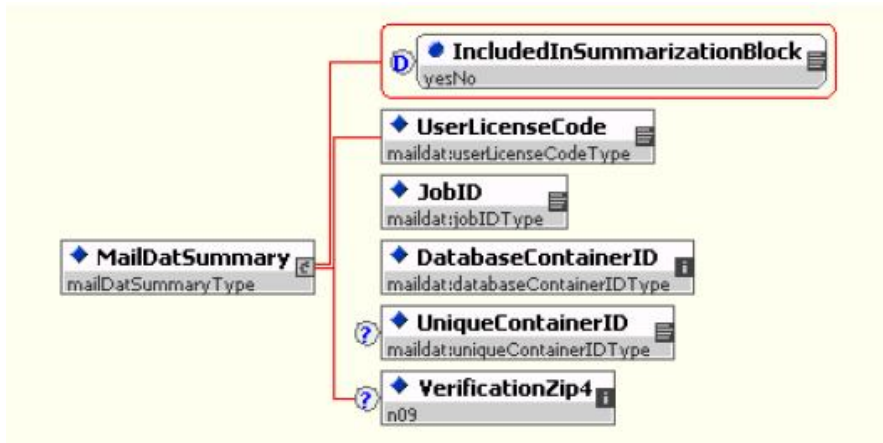
Schedulers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Schedulers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.



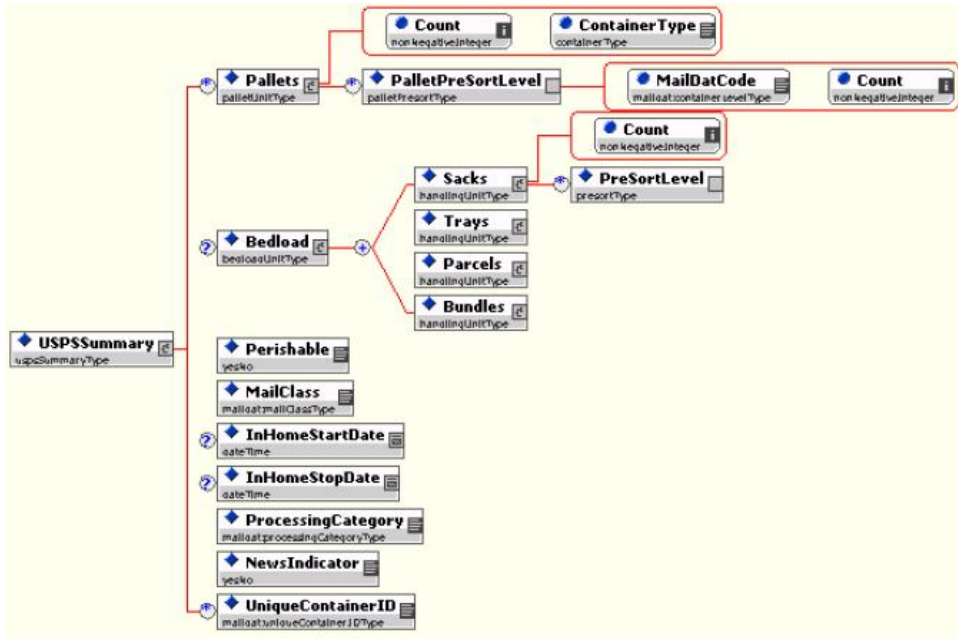
**Figure 3-2 – Scheduler Request to Schedule an Appointment**

- Step 49.** The scheduler will populate the DeliveryApptRequest Web Services data elements.
- Step 50.** The scheduler will send the DeliveryApptRequest to the *PostalOne!* system.
- Step 51.** The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

The following two figures show the MailDatSummary and USPSSummary structure.



MailDatSummary



**USPSSummary**

**Step 52.** The *PostalOne!* system will send the DeliveryApptRequest message to FAST.

**Step 53.** FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.

**Step 54.** FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.

**Step 55.** The *PostalOne!* system will send the DeliveryApptResponse message back to the scheduler.

**PostalOne! Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – Invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408

Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

**FAST Support Error Conditions:**

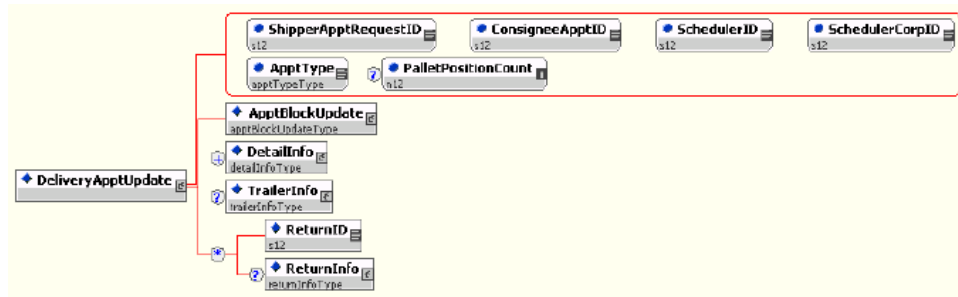
Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Invalid Multistop ID	SOAP Body	TMErrorCode: 1005
Duplicate Unique Container ID's	SOAP Body	TMErrorCode: 1006
No slots available for that time / type - dock limit	SOAP Body	TMErrorCode: 1009
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
News content is only valid when Mail Class is Periodicals	SOAP Body	TMErrorCode: 1200
Perishable content is only valid when Mail Class is Package Services	SOAP Body	TMErrorCode: 1201
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Perishable content is only valid when Processing Category (Mail Shape) is Machineable Parcel, Outside Parcel (Non-	SOAP Body	ErrorCode: 3003

Machineable Parcel), or Irregular Parcel		
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time must be within 8 hours of the Optional End Time	SOAP Body	ErrorCode: 3005
The time difference between the first and last appointment of a multi-stop must be within 24 hours	SOAP Body	ErrorCode: 3006
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
Number of USPSSummary blocks exceeded maximum limit of 100	SOAP Body	ErrorCode: 3008
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

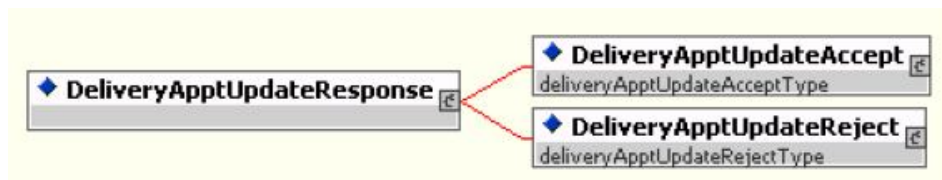
### 3.5 Scheduler Updates an Appointment

The following two figures show the DeliveryApptUpdate and DeliveryApptUpdateResponse message structure.

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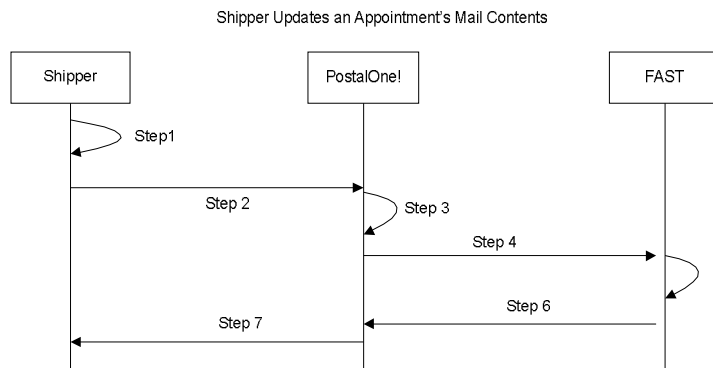
DeliveryApptUpdate



DeliveryApptUpdateResponse

As schedulers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Schedulers will use the DeliveryApptUpdate message to update an appointment's mail content. The consignee will send schedulers update

appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.



**Figure 3-3**– Scheduler Updates an Appointment

- Step 56.** The scheduler will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content.
- Step 57.** The scheduler will send the DeliveryApptUpdate message to the *PostalOne!* system.
- Step 58.** The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.
- Step 59.** The *PostalOne!* system will send the DeliveryApptUpdate message to FAST.
- Step 60.** FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility cannot accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.
- Step 61.** FAST will include either the DeliveryApptUpdateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.
- Step 62.** The *PostalOne!* system will send the response message back to the mailer.

**PostalOne! Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed –	SOAP Body	TMErrorCode: 412

Invalid user ID		
User authentication failed – Invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation Arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

**FAST Support Error Conditions:**

<b>Error Condition</b>	<b>Error Carrier</b>	<b>Error Code</b>
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Invalid ConsigneeApptID	SOAP Body	TMErrorCode: 1004
No slots available for that time / type - dock limit	SOAP Body	TMErrorCode: 1009
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Update/cancel refused - appointment closed/canceled	SOAP Body	TMErrorCode: 1015
Customer and Consignee Appointment ID do not correspond	SOAP Body	TMErrorCode: 1017
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
News content is only valid when Mail Class is Periodicals	SOAP Body	TMErrorCode: 1200
Perishable content is only valid when Mail Class is Package Services	SOAP Body	TMErrorCode: 1201
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be	SOAP Body	TMErrorCode:

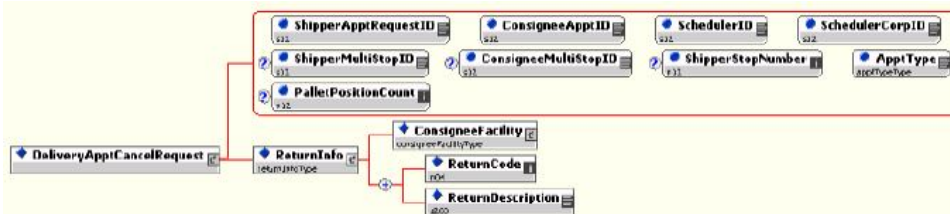


earlier than the In Home End Date		1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Customer and Consignee Multistop ID do not correspond	SOAP Body	ErrorCode: 3002
Perishable content is only valid when Processing Category (Mail Shape) is Machineable Parcel, Outside Parcel (Non-Machineable Parcel), or Irregular Parcel	SOAP Body	ErrorCode: 3003
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time must be within 8 hours of the Optional End Time	SOAP Body	ErrorCode: 3005
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
Number of USPSSummary blocks exceeded maximum limit of 100	SOAP Body	ErrorCode: 3008
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Appointments must be updated at least 8 hours in advance	SOAP Body	ErrorCode: 3010
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

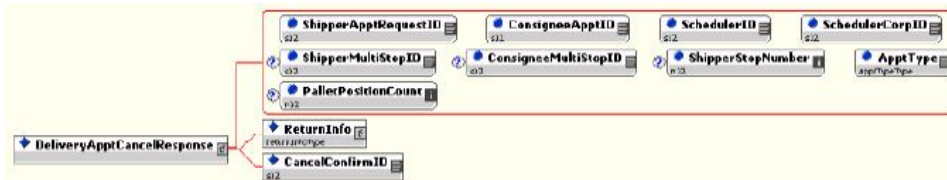
### 3.6 Scheduler Cancels an Appointment

The following two figures show the DeliveryApptCancelRequest and DeliveryApptCancelResponse message structure.

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DeliveryApptCancelRequest



DeliveryApptCancelResponse

As schedulers produce or prepare transportation for mailings, they might run into problems or delays causing the scheduler to cancel an existing appointment. Schedulers will only be able to cancel a whole appointment. Schedulers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A consignee will send a DeliveryApptCancelResponse message back to a scheduler indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.

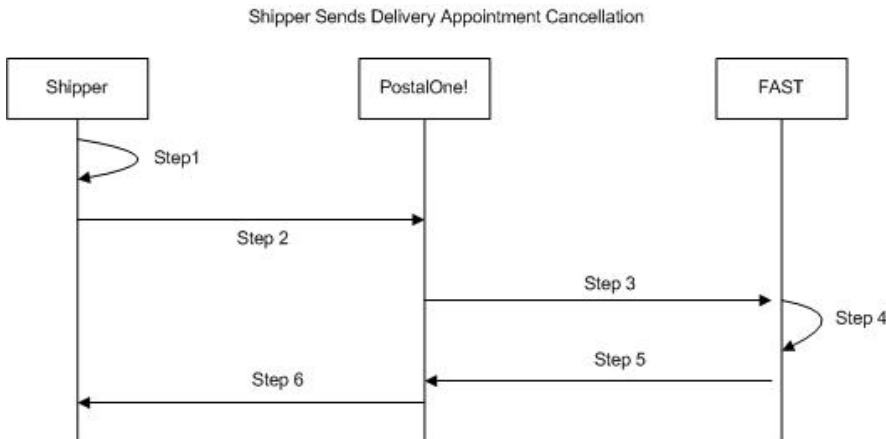


Figure 3-4– Scheduler Cancels an Appointment

- Step 63.** The scheduler will populate the DeliveryApptCancelRequest Web Services data elements.
- Step 64.** The scheduler will send the DeliveryApptCancelRequest message to the *PostalOne!* system.
- Step 65.** The *PostalOne!* system will route the message request to FAST.
- Step 66.** FAST will cancel the appointment.
- Step 67.** FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.
- Step 68.** The *PostalOne!* system will send the message response back to the scheduler.

**PostalOne! Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404

XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

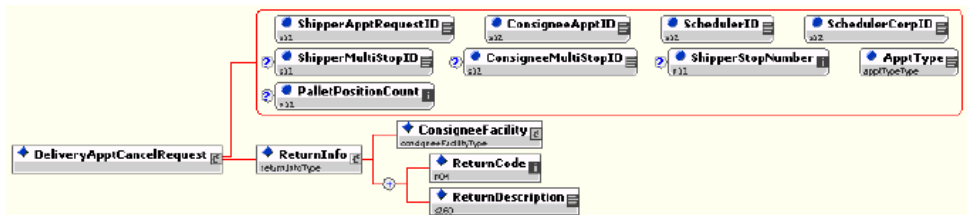
**FAST Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Invalid ConsigneeApptID	SOAP Body	TMErrorCode: 1004
Update/cancel refused - appointment closed/canceled	SOAP Body	TMErrorCode: 1015
Appointments must be updated at least 8 hours in advance	SOAP Body	ErrorCode: 3010

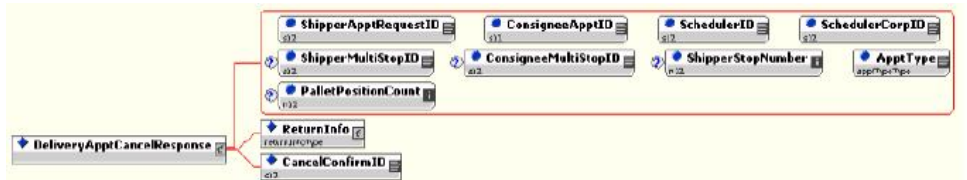
**3.7 Scheduler Request a Single Appointment Close-Out**

The following two figures show the DeliveryApptStatusRequest and DeliveryApptStatusResponse message structures.

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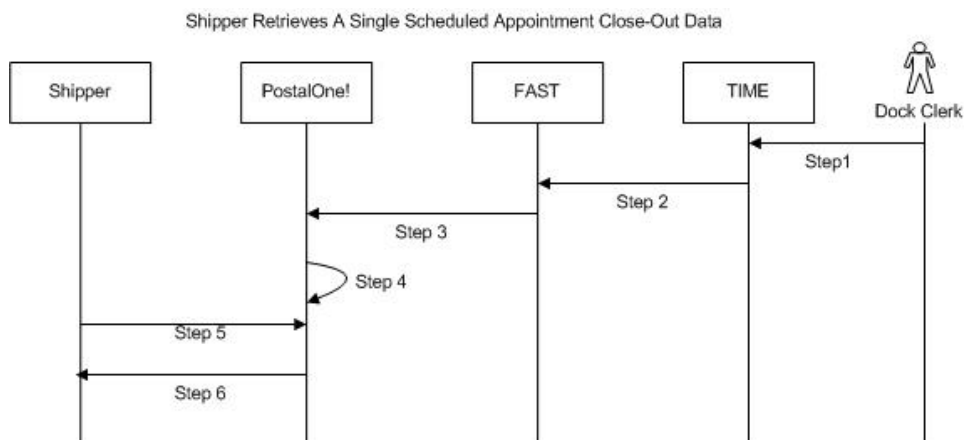
DeliveryApptStatusRequest



DeliveryApptStatusResponse

When a scheduler’s mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A scheduler will use the DeliveryApptStatusRequest message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a DeliveryApptStatusRequest message, the consignee will process the appointment close-out request message, populate a ConsigneeGoodsReceipt data type with the appointment close-out information, and send a DeliveryApptStatusResponse message back to the scheduler that includes the ConsigneeGoodsReceipt data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5

shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.



**Figure 3-5-** Scheduler Receives an Appointment Close-Out

- Step 69.** The dock clerk enters an appointment close-out date and time into TIMES.
- Step 70.** TIMES system sends the appointment close-out data to FAST.
- Step 71.** FAST populates ConsigneeGoodsReceipt message with the appointment close-out data and enters the ConsigneeGoodsReceipt message into the *PostalOne!* message queue.
- Step 72.** The *PostalOne!* system receives the ConsigneeGoodsReceipt message and stores the data.
- Step 73.** Schedulers and the *PostalOne!* system will have business rules established where the scheduler can pull the *PostalOne!* system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The scheduler will send a DeliveryApptStatusRequest to the *PostalOne!* system.
- Step 74.** The *PostalOne!* system will receive the request and send a DeliveryApptStatusRequest message back to the scheduler with the included ConsigneeGoodsReceipt data type containing the appointment close-out data.

**PostalOne! Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
All other system level errors	SOAP Body	TMErrorCode: 500

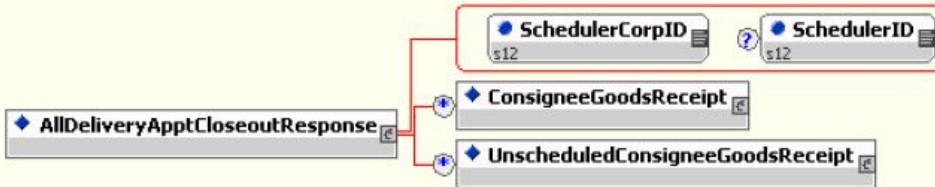
### 3.8 Scheduler Request All Scheduled and Unscheduled Appointment Close-Out

The following two figures show the AllDeliveryApptCloseoutRequest and AllDeliveryApptCloseoutResponse message structures.

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AllDeliveryApptCloseoutRequest



AllDeliveryApptCloseoutResponse

A scheduler can receive scheduled and unscheduled appointment close information by sending the *PostalOne!* system an AllDeliveryApptCloseoutRequest message. The *PostalOne!* system will retrieve all of the scheduler's appointment close-out and send the information back to the scheduler in an AllDeliveryApptCloseoutResponse message. A scheduler can use the AllDeliveryApptCloseoutRequest message to retrieve the following types of appointment close-out information: an on-time scheduled appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with Web Services. Figure 2.6 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.

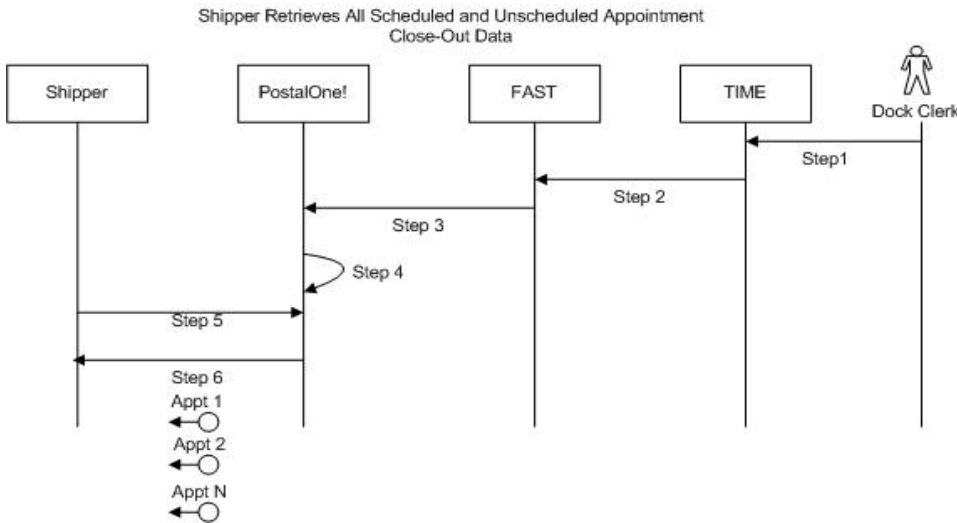


Figure 3-6- Scheduler Receives an Appointment Close-Out

- Step 75.** The dock clerk enters an appointment close-out date & time into TIMES.
- Step 76.** TIMES system sends the appointment close-out data to FAST.
- Step 77.** If the appointment close-out is a scheduled appointment, FAST populates a ConsigneeGoodsReceipt message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an UnscheduledConsigneeGoodsReceipt message with the appointment close-out data. FAST will put both messages, ConsigneeGoodsReceipt and UnscheduledConsigneeGoodsReceipt, on the *PostalOne!* message queue.
- Step 78.** The *PostalOne!* system receives the ConsigneeGoodsReceipt or UnscheduledConsigneeGoodsReceipt messages and stores the data.
- Step 79.** Schedulers and the *PostalOne!* system will have business rules established where the scheduler can pull the *PostalOne!* system every 15 minutes for the appointment close-out data. The scheduler will send the *PostalOne!* system an AllDeliveryApptCloseoutRequest.
- Step 80.** The *PostalOne!* system will receive the request, retrieve all scheduler scheduled and unscheduled appointment close messages based on corporation ID, and send a AllDeliveryApptCloseoutResponse message back to the scheduler with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

**PostalOne! Support Error Conditions**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
All other system level errors	SOAP Body	TMErrorCode: 500

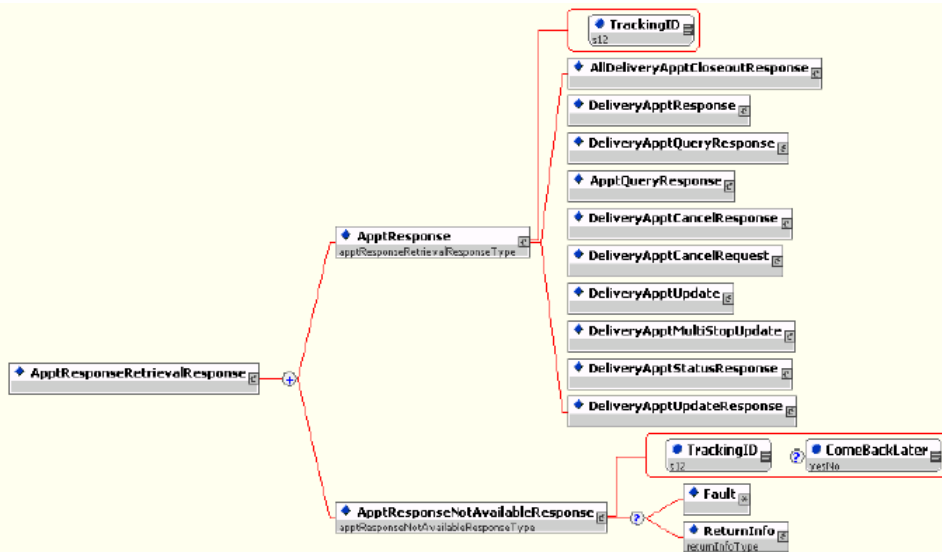
**3.9 Scheduler Request Appointment Reply(s) Where Initial Request Timed Out**

The following two figures from IDEAlliance TM specification 1.0 show the ApptResponseRetrievalRequest and ApptResponseRetrievalResponse message structure.



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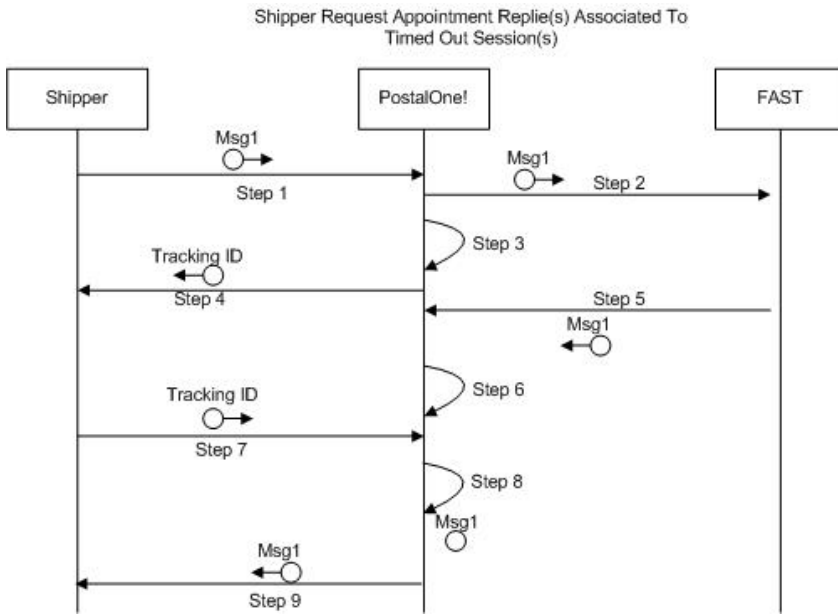
ApptResponseRetrievalRequest



**ApptResponseRetrievalResponse**

When the *PostalOne!* system receives an appointment request, it will try to process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the scheduler with a unique tracking ID in the fault block. If the scheduler wishes to receive the appointment response associated to an initial request that timed out, the scheduler will have to implement the Postal Service ApptResponseRetrievalRequest message where the scheduler supplies at least one unique tracking ID in the message. The scheduler will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response(s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a ApptResponseRetrievalResponse message and send it back to the scheduler. Otherwise, the scheduler will have to retrieve the appointment response information directly from the FAST website.

Figure 2.7 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.



**Figure 3-7-** The Scheduler Request Appointment Response(s) Associated To Session Timed Out

- Step 81.** The scheduler sends an appointment request message to the *PostalOne!* system.
- Step 82.** The *PostalOne!* system receives the message and sends the message to FAST.
- Step 83.** The *PostalOne!* session times out waiting for a reply message.
- Step 84.** The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the scheduler.
- Step 85.** FAST finishes processing the appointment request and sends a response back to the *PostalOne!* system.
- Step 86.** The *PostalOne!* system receives the message and stores the data.
- Step 87.** Based on business rules defined between schedulers and the *PostalOne!* system, schedulers will periodically send a *RetrieveApptRepliesRequest* to the *PostalOne!* system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.
- Step 88.** The *PostalOne!* system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a *RetrieveApptRepliesResponse* message.
- Step 89.** The *PostalOne!* system will send the *RetrieveApptRepliesResponse* message containing all the appointment response(s) back to the scheduler.



**Posta/One! Support Error Conditions:**

<b>Error Condition</b>	<b>Error Carrier</b>	<b>Error Code</b>
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Fault	TMErrorCode: 412
User authentication failed – invalid password	SOAP Fault	TMErrorCode: 412
User authorization failed	SOAP Fault	TMErrorCode: 412
Invalid tracking ID	SOAP Fault	TMErrorCode: 410
Invalid tracking ID – for the user ID	SOAP Fault	TMErrorCode: 410
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Response not yet available try later	SOAP Fault	TMErrorCode: 501
All other system level errors	SOAP Fault	TMErrorCode: 500

59, 350	Closeout Data Report Screenshot	Closeout Data Report screenshot was updated to display the following irregularities in the Mail Integrity Code Legend:  <i>PS = Photo Copy of PS Form</i>
198	Appointment Irregularities Section	The Appointment Irregularities section was updated to display the following:  * (required)
198	Appointment ID Field Description	The Appointment ID field was updated to 15 Appointment IDs.
197-198	Mail Integrity and Load Irregularities Field Description	The Mail Integrity and Load Irregularities field description was updated to display the following:  <i>None</i> irregularity <i>Photo Copy of PS Form</i> irregularity * (required)
198	Content Discrepancy section	The Content Discrepancy section was updated to display the following:  * (required)
199	Appointment Closeout Screenshot	Appointment Closeout screenshot updated to display the following:  <i>Photo Copy of PS Form</i> irregularity <i>None</i> irregularity Five additional Appointment IDs textboxes (total of 15) The checkbox for the <i>Multiple Appts Associated to Load</i> irregularity
386	Scheduler Report Screenshot	Scheduler Report screenshot was updated to display the following irregularities in the Mail Integrity Code Legend:  <i>PS = Photo Copy of PS Form</i>
418	Label List Files Download	The L603 Label List was updated from being the "L603 – ADCs – Irregular Standard Mail Parcels" to the "L603 – Origin Entry NDC – Parcels" Label List.
418	Label List Files Download	The L604 Label List was updated from being the "L604 Originating ADCs – Irregular Standard Mail Parcels" to the "L604 – Origin Entry NDC – Standard Mail Letters and Flats, Package Services Flats" Label List.
431	Addition of Irregularities	The following irregularities has been added to the list of irregularities :  <i>None</i> irregularity <i>Photo Copy of PS Form</i> irregularity